**SALES RECEIPT**

Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Bill To** | **Ship to** |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALESPERSON** | **P.O NUMBER** | **REQUISITIONER** | **SHIPPED VIA** | **F.O.B. POINT** | **TERMS** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **SUBTOTAL** |  |
| **SALES TAX** |  |
| **HANDLING** |  |
| **TOTAL due** |  |

Make all checks payable to

If you have any questions concerning this invoice, contact

**Thank you for your business!**