**BUSINESS RECEIPT**

|  |  |  |
| --- | --- | --- |
| **Company Information** |  | **Client Information** |
| [Company/Individual Name] |  | [Name] |
| [Street Address] |  | [Street Address] |
| [City, State, Zip] |  | [City, State, Zip] |
| [Phone Number] |  | [Phone Number] |
| [Email Address] |  | [Email Address] |

|  |  |  |  |
| --- | --- | --- | --- |
| **PAYMENT METHOD** | | | |
|  | Credit Card (No.): |  | Cash: |
|  | Check (No |  | Other: |

|  |  |  |  |
| --- | --- | --- | --- |
| **QTY** | **Description** | **Unit Price** | **Total** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | **Subtotal** |  |
|  | | **Tax Rate** |  |
|  | | **Amount Paid** |  |

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Title] |
| **Authorized Signature** |  | **Title** |