|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  |  |
| **[CAR RENTAL COMPANY NAME]** | | | | | | | |
| [Street Address and Unit Number, City, State Zip Code] | | | | | | | |
|  |  | |  |  |  |  |  |
| **Car Rental Receipt** | | | | | | | |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **Customer Details** | | |  |  |  |  |  |
| Name: | |  | | |  | Receipt Date | |
| Address: | |  | | |  | **07-05-XX** | |
| Contact No.: | |  | | |  |  |  |
| Driver Name: | |  | | |  | Receipt Time | |
| Additional Driver: | |  | | |  |  | |
|  |  | |  |  |  |  |  |
| **Start Date** | **End Date** | | **Make/Model** | **Start Miles** | **End Miles** | **Miles Driven** | **Total Miles** |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **Charge Description** | | | | **Quantity** | **Per** | **Rate** | **Total** |
|  | | | |  |  |  | $0.00 |
|  | | | |  |  |  | $0.00 |
|  | | | |  |  |  | $0.00 |
|  | | | |  |  |  | $0.00 |
| Description of Additional Fees and Charges | | | |  |  |  | $0.00 |
|  |  | |  |  |  | Subtotal | $0.00 |
|  |  | |  |  |  | Sales Tax @5% | $0.00 |
|  |  | |  |  |  | **Total Charges** | **$0.00** |
|  |  | |  |  |  |  |  |
| **Payment Information** | | |  |  |  |  |  |
| **Deposit** | | | | | | **Amount** | |
|  | | | | | |  | |
| **Total Payment Amount** | | | | | | **$0.00** | |

**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home

**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout

**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart