

RECEIPT		No.: 1
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

RECEIPT		No.: 2
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

RECEIPT		No.: 3
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click Insert, click Quick Parts, and then click Receipt slips (3 per page) in the Quick Parts drop down menu.

RECEIPT		No.: 4
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

RECEIPT		No.: 5
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

RECEIPT		No.: 6
Paid by:		Paid to:
DESCRIPTION		AMOUNT
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	
Date:	Received by:	

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click Insert, click Quick Parts, and then click Receipt slips (3 per page) in the Quick Parts drop down menu.