**SALES RECEIPT**

|  |  |  |
| --- | --- | --- |
| **Merchant Information** |  | **Sold to:** |
| [Merchant Name] |  | [Name] |
| [Street Address] |  | [Company Name] |
| [City, State, Zip] |  | [Street Address] |
| [Phone Number] |  | [City, State, Zip] |
| [Email Address] |  | [Phone Number] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Price/Unit** | **Line Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Payment Method:** | **Subtotal:** | | $ [Amount] |
| Cash | **Discount:** | | $ [Amount] |
| Check | **Sales Tax:** | | $ [Amount] |
| Credit | **Total:** | | $ [Amount] |
| Other: | **Amount Paid:** | | $ [Amount] |
| Check/Credit No. |