

BASIC RECEIPT TEMPLATE

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DATE	
RECEIPT NO.	
CUSTOMER NO.	

SALESPERSON	
CREDIT CARD NO.	
CHECK NO.	
MONEY ORD. NO.	

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

Remarks / Instructions:

SUBTOTAL	
TAX	
SHIPPING / HANDLING	
OTHER	
TOTAL	\$

Please make check payable to Your Company Name.

THANK YOU

CASH

CREDIT CARD

MONEY ORDER

For questions concerning this receipt please contact

CLIENT

SALES RECEIPT

DATE	
RECEIPT NO.	
AMOUNT PAID	\$

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