

# Transaction Receipt

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## Delivery Information

Description of delivered item(s):

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Delivered to: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Charge

Payment Method:

☐ Cash

☐ Other: \_\_\_\_\_

☐ Credit (No. \_\_\_\_\_)

☐ Check (No. \_\_\_\_\_)

Delivery Charge

Tax Rate

Total Tax

Total Amount Due

Comments: \_\_\_\_\_

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Received by: \_\_\_\_\_

Recipient Signature \_\_\_\_\_

Delivery Person Signature \_\_\_\_\_

**Disclaimer:**  
**For example purposes only**