

Receipt Template

Company name

Address

Contact Details

Receipt

Date

Receipt No.

Billed to:

Shipped to:

Name

Company Name

Address

Contact Details

Name

Company Name

Address

Contact Details

Description	Quantity	Unit Price	Total
		Subtotal	
		Discount	
		Subtotal less Discount	
		Tax Rate	
		Total Tax Rate	
		Balance Paid	

Notes