

# RECEIPT

| DATE | SALESPERSON | METHOD OF PAYMENT |    |    |    |    |    |
|------|-------------|-------------------|----|----|----|----|----|
|      |             | CA                | CK | VS | MC | AX | DS |

| CUSTOMER |     | COMPANY |     |
|----------|-----|---------|-----|
| NAME     |     | NAME    |     |
| ADDRESS  |     | ADDRESS |     |
| CITY     |     | CITY    |     |
| STATE    | ZIP | STATE   | ZIP |
| PHONE    |     | PHONE   |     |
| EMAIL    |     | EMAIL   |     |

## ITEMS SOLD

| QUANTITY                   | DESCRIPTION | PRICE PER UNIT | TOTAL |
|----------------------------|-------------|----------------|-------|
|                            |             |                |       |
|                            |             |                |       |
|                            |             |                |       |
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|                            |             |                |       |
|                            |             |                |       |
|                            |             |                |       |
| THANK YOU FOR THE BUSINESS |             | SUB TOTAL      |       |
|                            |             | TAX RATE       |       |
|                            |             | SHIPPING       |       |
|                            |             | TOTAL PAID     |       |