

[Company name]
<123 Street Address, City, State, Zip/Post>
<Website, Email Address>
<Phone Number>

RECEIPT



BILL TO

<Contact Name>
<Client Company Name>
<Address>
<Phone, Email>

SHIP TO

<Name / Dept>
<Client Company Name>
<Address>
<Phone>

Receipt No: [Number]
Payment Date: [Date]

DESCRIPTION	QTY	UNIT PRICE	TOTAL
[Training/activity/qualification name]	[Quantity]	[Price]	[Total price]
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Thank you for your business!

SUBTOTAL	[Amount]
DISCOUNT	0.00
SUBTOTAL LESS DISCOUNT	0.00
TAX RATE	0.00%
TOTAL TAX	0.00
SHIPPING/HANDLING	0.00

Balance Paid [Amount]

Notes

<Write payment method used, e.g: cash/ credit/ cheque...>
<Add terms here, e.g: warranty, returns policy...>