|  |  |  |  |
| --- | --- | --- | --- |
| **RECEIPT** | | Payment Date: |  |
| Receipt #: |  |
|  | | | |
| **From:** |  | **Sold To:** | |
| [Your Name/Company Name] |  | [Client's Name/Company Name] | |
| [Address Line 1] |  | [Address Line 1] | |
| [Address Line 2] |  | [Address Line 2] | |
| [City], [State], [Zip Code] |  | [City], [State], [Zip Code] | |
| [Phone] |  | [Phone] | |
|  |  |  | |
| Description | Quantity | Unit Price | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal: |  |
| Tax Rate: |  | Tax: |  |
| **Amount Paid:** |  | **Total Due:** |  |
|  |  |  |  |
| *Remarks:* |  |  |  |
|  | | | |
|  | | | |
|  | | | |
|  | | | |