

RECEIPT TEMPLATE



Receipt

YOUR BUSINESS NAME HERE
BUSINESS ADDRESS
BUSINESS ADDRESS
PHONE NUMBER

INVOICE NO.
PAID DATE

CUSTOMER INFORMATION			
NAME:			
ADDRESS:			
PHONE:		EMAIL:	

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL

PAYMENT INFORMATION		SUBTOTAL:	
PAYMENT METHOD:		TAX:	
PAYMENT INFO:		SHIPPING:	
AMOUNT PAID:		DISCOUNT:	
BALANCE:		TOTAL:	

ADDITIONAL INFORMATION

EDITABLE PDF • 8.5" X 11" • PRINTABLE