

# RECEIPT

Payment Date: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

**From:**

[Your Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City], [State], [Zip Code]  
[Phone]

**Sold To:**

[Client's Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City], [State], [Zip Code]  
[Phone]

Description	Quantity	Unit Price	Total

Subtotal: \_\_\_\_\_  
Tax Rate: \_\_\_\_\_ Tax: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Total Due: \_\_\_\_\_

Remarks: