

RECEIPT TEMPLATE

EDITABLE
PDF

YOUR BUSINESS NAME HERE		<i>Receipt</i>	
BUSINESS ADDRESS		INVOICE NO.	
BUSINESS ADDRESS		PAID DATE	
PHONE NUMBER			
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