SALES RECEIPT

Date: January 30, 2015
Receipt # [100]

[Your Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Fax [000-000-0000]
[E-mail address]

SOLD TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

PAYMENT METHOD	CHECK NO.	JOB

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
			Total Discount		
				Subtotal	
				Sales Tax	
				Total	

YOUR LOGO HERE

[Your company slogan]

THANK YOU FOR YOUR BUSINESS!