

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!