

**YOUR LOGO  
HERE**

# Sales Receipt

**[Your Company Name]**  
[Your Company Slogan Here]

Date: #####  
Receipt #: [100]

Sold to: [Name]  
          [Company Name]  
          [Street Address]  
          [City, ST ZIP Code]  
          [Phone]

Payment Method	Check No.	Job

Qty	Item #	Description	Unit Price	Discount	Line Total
			Total Discount		
				Subtotal	
				Sales Tax	
				Total	

Thank you for your business!

[Street Address], [City, ST ZIP Code] [Phone] [Fax] [E-mail]