

# RECEIPT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

**BILL TO:**

\_\_\_\_\_  
  
CONTACT NAME \_\_\_\_\_  
CLIENT COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**SHIP TO:**

\_\_\_\_\_  
  
NAME/DEPT \_\_\_\_\_  
CLIENT COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	TOTAL

**REMARKS/NOTES**

\_\_\_\_\_

SUBTOTAL \_\_\_\_\_

DISCOUNT \_\_\_\_\_

SUBTOTAL LESS DISCOUNT \_\_\_\_\_

TAX RATE \_\_\_\_\_

TOTAL TAX \_\_\_\_\_

SHIPPING/HANDLING \_\_\_\_\_

BALANCE PAID \_\_\_\_\_