

SALES RECEIPT

DATE _____
RECEIPT NO. _____

SOLD TO:

CONTACT NAME _____ PHONE _____
CONTACT COMPANY NAME _____ EMAIL _____
ADDRESS _____ FAX _____

PAYMENT METHOD	CHECK NO.	JOB

DESCRIPTION	QTY	UNIT PRICE	TOTAL

REMARKS/NOTES

SUBTOTAL _____
DISCOUNT _____
SUBTOTAL LESS DISCOUNT _____
TAX RATE _____
TOTAL TAX _____
SHIPPING/HANDLING _____
BALANCE PAID _____