

Business Receipt

Company Name

Phone

Address

Email

City, State, ZIP Code

Date

Receipt Number

Quantity	Description	Unit Price	Total
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		Subtotal:	\$ _____
		Tax Rate:	\$ _____
		Tax:	\$ _____
		Total Amount Due:	\$ _____
		Amount Paid:	\$ _____

Customer/Client Information

Name

City, State, ZIP Code

Phone

Address

Email

Payment Method:

☐ Credit Card: _____
_____.

☐ Check: _____
_____.

☐ Cash.

☐ Other: _____.

Signature

Title

Date