Sales Receipt

Company Name

INSERT LOGO

Buyer Name:
Address:
Phone:
Email ID:

Date: DDMMYY
Receipt #:
Salesperson:

Cheque/Credit card/Money order #

Payment method
- Cash ❒
- Credit card ❒
- Cheque ❒
- Money order ❒

Job

Item #	Description	Qty	Unit Price (USD)	Amount (USD)
12345	Product 1	10	10.00	100.00
54321	Product 2	20	15.00	300.00

Thank you for your business!

Subtotal	$
Discount	$
Sales tax	%
Total	$

Sales Receipt Slip

Buyer Name:
Address:

Date: DDMMYY
Receipt #:

Amount Received: **$**