office printable .com

CASH RECEIPT

Itemized with tendered and change

RECEIPT NO.	DATE	TIME	SERVED BY

CUSTOMER

Name _____

Phone / email _____

SELLER

Business _____

Address / phone _____

Item	Qty	Price	Amount

Subtotal	
Tax rate (%)	
Sales tax	
Total	
Cash tendered	
Change given	

NOTES / RETURN POLICY

Received by _____

Signature _____