office printable .com

RECEIPT

Itemized receipt with tax

RECEIPT NO.	DATE	INVOICE / ORDER REF.	PAYMENT REF. / CHECK NO.

RECEIVED FROM

Name

Company

Address

Phone / email

RECEIVED BY

Business

Tax ID / EIN

Address

Phone / email

Description	Qty	Unit price	Taxable	Amount
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Subtotal	
Discount	
Tax rate (%)	
Sales tax	
Total	
Amount paid	
Balance due	

PAYMENT METHOD

☐ Cash ☐ Check ☐ Credit / debit card ☐ Bank transfer ☐ Other

NOTES / TERMS

Received by (print name)

Signature

Date