office printable .com

SALES RECEIPT

RECEIPT NO.	DATE	SOLD BY	REGISTER / LOCATION

SELLER

Business

Address

Phone / email

CUSTOMER (OPTIONAL)

Name

Phone / email

Account / loyalty no.

SKU / code	Item	Qty	Price	Amount

Subtotal	
Discount	
Sales tax rate (%)	
Sales tax	
Total	
Amount tendered	
Change	

PAYMENT METHOD

❑ Cash ❑ Card ❑ Check ❑ Bank transfer ❑ Store credit / other

RETURN POLICY / NOTES

Thank you for your purchase. Keep this receipt for returns, exchanges and warranty claims.