

RECEIPT

Sales receipt template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

RECEIVED FROM

Client name _____

Client address _____

Phone · email _____

RECEIPT #	DATE PAID	FOR INVOICE #
_____	_____	_____
PAYMENT METHOD	SALES TAX PERMIT #	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Item (model / serial #)		
Item		
Item		
Delivery or setup		
Sales tax (rate %)		
Discount		

NOTES

Thank you for your purchase. Returns accepted within 14 days with this receipt, items in original condition. Warranty claims require this receipt.

Amount received

Balance remaining

TOTAL PAID _____