|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Business Name | | | | Logo | |
| Sales receipt | **Sold To** | Date | Receipt # | | **ID no.** |
| Name: [NAME]  Company: [COMPANY]  Street: [STREET]  City, State, Zip: [CITY, STATE, ZIP]  Phone Number: [PHONE NUMBER] | XX-XX-20XX  [DATE] | #  [RECEIPT #] | | ABC123  [ID NO.] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | check no. | Payment method | Job |
|  | 100 | Credit | Bike tire order |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qty | Item # | Description | Unit Price | Discount | Line Total |
| # | # | Name Item 1 | $ | $ | $ |
| # | # | Name Item 2 | $ | $ | $ |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total discount | $ | $ |
|  |  |  | Subtotal |  | $ |
|  |  |  | Sales tax |  | $ |
|  |  |  | Total |  | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| thank you for your business! | Business Name | Street | P (000) 000-0000 |
| Email | City, State, & Zip Code | F (000) 000-0000 |
|  |  |  |