|  |  |
| --- | --- |
| 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 |
|  |  |  |