|  |  |
| --- | --- |
| **Sales Receipt**  | Payment Date:  |
| Receipt #:  |
|  |  |  |
| **From:**  |  | **Sold To:**  |
| [Your Name/Company Name]  |  | [Client's Name/Company Name] |
| [Address Line 1] |  | [Address Line 1] |
| [Address Line 2] |  | [Address Line 2] |
| [City], [State], [Zip Code] |  | [City], [State], [Zip Code] |
| [Phone] |  | [Phone] |
|  |  |  |  |
| **Description** | **Quantity** | **Unit Price** | **Total** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Tax Rate: |  | Subtotal:  |  |
| Amount Paid: |  | Tax: |  |
| Payment Method:  |  |  | Total Amount Due: |  |
| Thank you for your business! |

