

# RECEIPT

\_\_\_\_\_  
[Seller Name]  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Account No.: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_

## Billing Address

Name: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel.: \_\_\_\_\_

## Delivery Address

Name: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel.: \_\_\_\_\_  
Shipping Date: \_\_\_\_\_

Description	Quantity	Unit Price	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax** @ \_\_\_\_\_ % \$ \_\_\_\_\_  
**Shipping** \$ \_\_\_\_\_  
**Other:** \_\_\_\_\_ \$ \_\_\_\_\_  
**(Discount)** (\$ \_\_\_\_\_)  
**Total Amount** \$ \_\_\_\_\_

The Seller confirms that the Purchaser has paid the Total Amount on \_\_\_\_\_ [payment date]  
with the payment method of: (Check one)

- Cash
- Personal check
- Cashier's check
- Money order
- Credit or debit card
- PayPal
- Other: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_