

# Printable Sales Transaction Record Form

This **printable sales transaction record form** sample is designed to help small businesses efficiently track their daily sales activities. It provides a clear layout to record product details, quantities, prices, and payment methods, ensuring accurate financial documentation. Ideal for simplifying bookkeeping and enhancing business management.

**Date:** \_\_\_\_\_ **Transaction ID:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_

#	Product Description	Quantity	Unit Price (\$)	Total Price (\$)
1				
2				
3				
4				
5				
Grand Total (\$):				

**Payment Method:** ☐ Cash ☐ Credit Card ☐ Debit Card ☐ Other: \_\_\_\_\_

**Notes / Remarks:**

**Seller's Signature:**  
\_\_\_\_\_

**Customer's Signature:**  
\_\_\_\_\_