

# Purchase Receipt Form

This **purchase receipt form** sample includes detailed payment terms to ensure clear and transparent transactions between buyers and sellers. It outlines the purchase details, payment methods, and due dates, helping both parties maintain accurate records. Utilizing this form streamlines the purchasing process and protects the interests of all involved.

**Receipt Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Seller Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Buyer Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Purchase Details:

#	Description	Quantity	Unit Price	Total
1	_____	_____	\$_____	\$_____
				<b>Subtotal:</b> \$_____
				<b>Tax (%):</b> \$_____
				<b>Total Amount:</b> \$_____

## Payment Terms:

- **Payment Method:** Cash / Credit Card / Bank Transfer / Other: \_\_\_\_\_
- **Deposit Paid:** \$\_\_\_\_\_
- **Remaining Balance Due:** \$\_\_\_\_\_
- **Payment Due Date:** \_\_\_\_\_
- **Late Payment Fee:** \$\_\_\_\_\_ (if applicable after due date)
- **Additional Terms:**  
\_\_\_\_\_

## Authorized Signatures:

Seller Signature: _____	Date: _____
Buyer Signature: _____	Date: _____

Both parties should retain a copy of this receipt for their records. If you have questions concerning these terms, please contact the seller.