

# Official Receipt Sample for Small Business Transactions

An **official receipt sample** for small business transactions provides a clear template to document sales accurately and professionally. It ensures compliance with tax regulations while boosting customer trust. Utilizing a standardized receipt helps streamline financial record-keeping and enhances transparency.

**ABC Small Business**  
  
123 Main St, City, Country  
Phone: (123) 456-7890  
Tax ID: 123-456-789

**Receipt No:** 000123

**Customer:** Jane Doe

**Date:** 2024-06-10

Item	Qty	Price	Amount
Product A	2	\$10.00	\$20.00
Service B	1	\$15.00	\$15.00
<b>Subtotal:</b>			<b>\$35.00</b>
<b>Tax (10%):</b>			<b>\$3.50</b>
<b>Total:</b>			<b>\$38.50</b>

**Payment Method:** Cash

**Received by:** John Smith

Thank you for your business!

This serves as an official receipt.