

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	Date: 2024-06-10		
Customer: Jane Doe			
Item	Qty	Price	Amount
Product A	2	\$10.00	\$20.00
Service B	1	\$15.00	\$15.00
	Subtotal:	\$35.00	
	Tax (10%):	\$3.50	
	Total:	\$38.50	
Payment Method: Cash			
Received by: John Smith			
Thank you for your business! This serves as an official receipt.			