

Business Sales Receipt Form Sample Excel

This **business sales receipt form sample Excel** provides a professional and organized template to record transactions efficiently. It helps businesses track sales, payments, and customer details accurately. Easily customizable, this form ensures streamlined financial documentation.

Business Name: <input type="text" value="Your Business Name"/>			
Date:	<input type="text" value="MM/DD/YYYY"/>	Receipt No.:	<input type="text" value="Auto-generated or manual"/>
Customer Name:	<input type="text" value="Customer's Name"/>		
Customer Contact:	<input type="text" value="Phone / Email"/>		

Item Description	Quantity	Unit Price	Total
<input type="text" value="Product/Service"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Product/Service"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Subtotal			<input type="text" value="\$0.00"/>
Tax (%)			<input type="text" value="\$0.00"/>
Total Amount			<input type="text" value="\$0.00"/>
Amount Paid			<input type="text" value="\$0.00"/>
Balance Due			<input type="text" value="\$0.00"/>

Note: You can download and customize this template in Excel for automated calculations and records management.