

# General Receipt

Itemized Receipt Form

**Receipt No.:**

Enter receipt number

**Date:**

**Received From:**

Name or Company

**Received By:**

Name or Company

## Itemized Details

Description of Item/Service	Quantity	Unit Price	Amount
e.g., Consulting Service	1		
e.g., Product A	1		
Additional item (optional)			
<b>Total Amount:</b>			

**Payment Method:**

Cash, Credit, etc.

## Notes:

Additional remarks (optional)

Received By (Signature)

Date

Printable General Receipt Form • For business or personal records • Keep a copy for your files.