

# 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)			
Total Amount:			

Payment Method:

Cash, Credit, etc.

Notes:

Additional remarks (optional)

Received By (Signature)

Date