

# Sales Transaction Record Form

This **sales transaction record form** sample is designed specifically for retail stores to accurately document every sale. It ensures efficient tracking of sales, customer details, and payment methods, promoting better inventory and financial management. Retailers can easily customize this form to fit their unique business needs.

## 1. Transaction Details

Date	<input type="text"/>	Time	<input type="text"/>
Transaction ID	<input type="text"/>		
Salesperson	<input type="text"/>		

## 2. Customer Information

Name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

## 3. Item(s) Sold

Item Code	Description	Quantity	Unit Price	Total Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Payment Information

Payment Method	<div>Select ▾</div>	Amount Paid	<input type="text"/>
Change Given	<input type="text"/>	Remarks	<input type="text"/>

## 5. Signature

Salesperson Signature	<input type="text"/>	Date	<input type="text"/>
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Save Transaction