

# Purchase Receipt

Date: \_\_\_\_\_

Receipt No.:  
\_\_\_\_\_

**Buyer Information:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

**Items Purchased:**

Item Description	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
Tax			_____
Total			_____

**Payment Method:**

\_\_\_\_\_ (e.g., Cash, Credit Card)

**Notes:**

\_\_\_\_\_

**Received By:**

\_\_\_\_\_

**Buyer's Signature:**

\_\_\_\_\_