

YOUR BUSINESS / NAME

Business Address & Contact Information

Sales Receipt

Issued To:

Client Name

Client Address

Client Email/Phone

Date:

Receipt #:

XXXXXX

Service Description	Hours / Qty	Rate	Line Total
Consultation/Design	5	50	250
Subtotal		250	
Discount		0.00	
Tax		0.00	
TOTAL		250.00	

Payment Method: e.g. Bank Transfer, PayPal, Cash

Notes / Terms:

Thanks for your business! Payment due within 15 days...

This is a customizable sales receipt template for freelance work.
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