

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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