

Sales Receipt

Seller Information

Name/Business:	_____
Address:	_____
Phone/Email:	_____

Buyer Information

Name:	_____
Address:	_____
Phone/Email:	_____

Items Sold

#	Description	Qty	Unit Price	Total
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Subtotal	_____
Tax	_____
Total	_____

Payment Details

Payment Method:	Cash <input type="button" value="▼"/>
Amount Paid:	_____
Balance Due:	_____

Receipt Date

Seller Signature:

Buyer Signature:
