

Sales Receipt Format in Excel Template

Create a professional **sales receipt format** using an Excel template to streamline your transaction documentation. This customizable template allows easy input of purchase details, ensuring accuracy and clarity for both sellers and buyers. Enhance your business operations with an organized and printable sales receipt designed for efficiency.

SALES RECEIPT

Receipt No: [#123456]	Date: [2024-06-01]
Seller Name: [Your Business Name]	Buyer Name: [Customer Name]

Item Description	Quantity	Unit Price	Total
[Product/Service 1]	2	\$25.00	\$50.00
[Product/Service 2]	1	\$100.00	\$100.00

Subtotal:

\$150.00

Tax (10%):

\$15.00

Total Amount:

\$165.00

Payment Method: [Cash/Card/Transfer]

Notes: [Thank you for your purchase!]

This is a sample sales receipt template in Excel format. Replace fields in brackets [] with actual values.