				Receipt No.: 1001	
Paid by:		Paid to:			
<u> </u>				Ι	
Description			Ι	Amount	
			Subtotal		
			DISCOUNT(S)		
			TAX		
			TOTAL		
Date:	Received by:				
		Г		Receipt No.: 1002	
Paid by:			Paid to:		
Description				Amount	
Description				Amount	
			Subtotal		
			DISCOUNT(S)		
			TAX		
_			TOTAL		
Date:	Received by:				
				D . M 1002	
		<u> </u>		Receipt No.: 1003	
Paid by:		Paid to:	Paid to:		
Description				Amount	
			C		
			SUBTOTAL		
			DISCOUNT(S)		
			Tax		
_			TOTAL		
Date:	Received by:				

				Receipt No.: 1004	
Paid by:		Paid to:			
Describion				A	
Description				Amount	
			Subtotal		
			DISCOUNT(S)		
			TAX		
			TOTAL		
Date:	Received by:				
				Receipt No.: 1005	
Paid by:			Paid to:		
Description			Amount		
		-	Subtotal		
			DISCOUNT(S)		
			TAX		
			TOTAL		
Date:	Received by:	'			
				Receipt No.: 1006	
Paid by:		Paid to:			
Description				Amount	
			Subtotal		
		ļ	DISCOUNT(S)		
		Ì	TAX		
		ļ	TOTAL		
Date:	Received by:				

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click **Insert**, click **Quick Parts**, and then click **Receipt slips (3 per page)** in the Quick Parts drop down menu.