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| Company Name  Address  Phone #  Email | *Insert Your Logo Here* |

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| **Receipt of Sale** |

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| Salesperson | | Date |
| Customer | | Phone |
| Address | | |
| City | State | Zip |

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| **Item #** | **Quantity** | **Description** | **Unit Price** | **Discount** | **Line Total** |
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| Total Discount | | | |  |  |
| Subtotal | | | | |  |
| **Sales Tax** | | | | |  |
| **Total** | | | | |  |

**Payment Method:**

\_\_\_ Cash \_\_\_ Check (Check Number: \_\_\_\_\_\_\_\_ ) \_\_\_ Account (#: )

\_\_\_Credit Card

Type: Number: Exp. Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer Date Seller Date