|  |  |
| --- | --- |
| Company NameAddressPhone #Email | *Insert Your Logo Here* |

|  |
| --- |
| **Receipt of Sale** |

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

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

**Payment Method:**

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

\_\_\_Credit Card

 Type: Number: Exp. Date:

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

Buyer Date Seller Date