

Small Business Receipt

Receipt No: _____ | Date: _____

Business Name

Address:

Phone/Email:

Sold To

Description	Quantity	Unit Price	Amount
Subtotal:			
Tax:			
Total:			

Payment Method: Cash ___ Check ___ Card ___ Other _____

Amount Paid: _____

Balance: _____

Authorized Signature

Thank you for your business!

Keep this receipt for your records