

Detailed Sales Transaction Acknowledgment Form

1. Seller & Buyer Information

Seller Name

Seller Contact

Buyer Name

Buyer Contact

2. Transaction Details

Invoice/Transaction No.

Transaction Date

Description or Notes

3. Itemized Products/Services

Item Description	Qty	Unit Price	Total

Subtotal

Tax

Discount

Total Amount

4. Payment Details

Payment Method

Reference (if any)

Payment Date

5. Acknowledgment & Signatures

Seller Signature / Date

Buyer Signature / Date