

Sales Transaction Receipt

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Phone: [Company Phone] | Email: [Company Email]

Receipt #: [Receipt Number]

Date: [Date]

Billed To: [Customer Name]

Payment Method: [Payment Method]

Customer Contact: [Phone/Email]

Salesperson: [Salesperson Name]

Description	Qty	Unit Price	Amount
[Item 1 Description]	[1]	[Unit Price]	[Amount]
[Item 2 Description]	[1]	[Unit Price]	[Amount]

Subtotal	[Subtotal]
Tax	[Tax]
Total	[Total]
Amount Paid	[Amount Paid]
Balance Due	[Balance Due]

Notes:

[Additional information, thank you note, return policy, etc.]

Thank you for your business!