

# Itemized Purchase Receipt

Date: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

## Buyer Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Seller Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#	Description	Qty	Unit Price	Total
1	_____	____	_____	_____
2	_____	____	_____	_____
3	_____	____	_____	_____

Subtotal \_\_\_\_\_

Tax \_\_\_\_\_

**Total** \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_