

TO USE: select 'File' from top left menu bar, then select 'Make copy'. Delete this row before printing/sending

# <Company Name>

<123 Street Address, City, State,  
Zip/Post>

<Website, Email Address>

<Phone Number>

# RECEIPT



## BILL TO

<Contact Name>

<Client Company Name>

<Address>

<Phone, Email>

## SHIP TO

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

**Receipt No:** #INV00001

**Payment Date:** 11/11/11

DESCRIPTION	QTY	UNIT PRICE	TOTAL
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

**SUBTOTAL** 0.00

**DISCOUNT** 0.00

**SUBTOTAL LESS DISCOUNT** 0.00

**TAX RATE** 0.00%

**TOTAL TAX** 0.00

**SHIPPING/HANDLING** 0.00

**Balance Paid \$ -**

Thank you for your business!

## Notes

<Write payment method used, e.g: cash/ credit/ cheque...>

<Add terms here, e.g: warranty, returns policy...>