

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 #301

### BILL TO

<Contact Name>

<Client Company Name>

<Address>

<Phone, Email>

### SHIP TO

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

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
			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!

### Terms & Instructions

<How was payment made, e.g: cash, card, cheque...>

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