SALES RECEIPT

[Your Company Name]
[Your Company Slogan]

RECEIPT # [100]
DATE: DECEMBER 30, 2016

[Street Address], [City, ST ZIP Code]
Phone [000.000.0000] Fax [000.000.0000]
[e-mail]

SOLD [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

PAYMENT METHOD	CHECK NO.	JOB

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
			TOTAL DISCOUNT		
				SUBTOTAL	
				SALES TAX	