|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOGO | **Your company name** |  |  | **RECEIPT** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **ADDRESS**123 Your Street, City, State, Country, ZIP Code564-555-1234your@email.comyourwebsite.com |  | **BILLED TO** Client NameStreet addressCity, State CountryZIP Code

|  |
| --- |
| **Date of issue** mm/dd/yyyy |
|  |

**Receipt Number** 00001 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Description** | **Unit cost** |  | **Qty/HR rate** | **Amount** |  |  |
|  |  |  |  |  |  |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  | Your item name | $0 |  | 1 | $0 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Subtotal** | $0 |  |  |
|  | **Comments:** |  |  |  | **Discount** | $0 |  |  |
|  |  |  |  |  | **(Tax rate)** | 0% |  |  |
|  |  |  |  |  | **Tax** | $0 |  |  |
|  |  |  |  |  | Receipt Total $0.00 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Thanks for your Business!** |  |  |  |  |  |  |



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