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| Logo placeholder | [Company Slogan] | SALES RECEIPT |

|  |  |  |
| --- | --- | --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [phone] [fax]  [email] | | Date: [Click to select date]  receipt # [No.] |
| soldTO | [Customer Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  Customer ID [No.] | |

|  |  |  |
| --- | --- | --- |
| payment method | check no. | job |
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| qty | item # | | description | | unit price | | discount | line total |
|  |  | |  | |  | |  |  |
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|  |  | |  | |  | |  |  |
|  | |  | |  | total discount | |  |  |
|  | |  | |  | |  | Subtotal |  |
|  | |  | |  | |  | Sales tax |  |
|  | |  | |  | |  | total |  |

Thank you for your business!