

**Your Business Name**  
 Street address · City, ST ZIP  
 Phone · email · website

**RECEIPT**

NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

---

RECEIVED FROM \_\_\_\_\_

DESCRIPTION OF GOODS / SERVICES	QTY	UNIT PRICE	AMOUNT
Subtotal			\$
Tax			\$
<b>Total</b>			<b>\$</b>

PAYMENT METHOD

Cash  
  Check  
  Card  
  Other

RECEIVED BY \_\_\_\_\_

Give this top copy to your customer. A valid receipt shows the amount, date, place, and what it was for (IRS Pub. 463).

**Your Business Name**  
 Street address · City, ST ZIP  
 Phone · email · website

DUPLICATE - keep in your book

**RECEIPT**

NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

---

RECEIVED FROM \_\_\_\_\_

DESCRIPTION OF GOODS / SERVICES	QTY	UNIT PRICE	AMOUNT
Subtotal			\$
Tax			\$
<b>Total</b>			<b>\$</b>

PAYMENT METHOD

Cash  
  Check  
  Card  
  Other

RECEIVED BY \_\_\_\_\_

Keep this duplicate for your records, so the sale is on file even if the paper fades.