****

**SALES RECEIPT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Company Name |  | DATE |   |
| 123 Main Street |  | RECEIPT NO. |   |
| Hamilton, OH 44416 |  | CUSTOMER NO. |   |
| (321) 456-7890 |  |  |
| Email Address |  | ATTN: Name / Dept |
| SALESPERSON |   |  | Company Name |
| CREDIT CARD NO. |   |  | 123 Main Street |
| CHECK NO. |   |  | Hamilton, OH 44416 |
| MONEY ORD. NO. |   |  | (321) 456-7890 | Email Address |
|  |
| ITEM NO.  | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| Remarks / Instructions:  | SUBTOTAL |   |
| TAX  |   |
| SHIPPING / HANDLING |   |
| *Please make check payable to* Your Company Name. | OTHER |   |
| THANK YOU | TOTAL |  |
|  |
| CASH  |  |  CREDIT CARD |  | MONEY ORDER |  |
| *For questions concerning this receipt please contact* Name, (321) 456-7890, Email Address |
| www.yourwebaddress.com |
|  |  |  |  |  |  |  |
| **CLIENT** |  | SALES RECEIPT |
| ATTN: Name / Dept |  |
| Company Name |  | DATE |   |
| 123 Main Street |  | RECEIPT NO. |   |
| Hamilton, OH 44416 |  | AMOUNT PAID |   |
|  |
| Your Company Name | 123 Main Street | Email Address |
| (321) 456-7890 | Hamilton, OH 44416 | www.yourwebaddress.com |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |