

# SIMPLE RECEIPT TEMPLATE

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# INVOICE

INVOICE NO.

DATE

CUSTOMER ID

TERMS

BILL TO

SHIP TO

DESCRIPTION	HOURS	RATE	TOTAL

Remarks / Instructions:

**SUBTOTAL**

enter total amount **DISCOUNT**

**SUBTOTAL LESS DISCOUNT**

enter percentage **TAX RATE**

**TOTAL TAX**

**OTHER**

**TOTAL**

Please make check payable to

## THANK YOU

For questions concerning this invoice, please contact

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