|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Receipt** | | Payment Date: |  | |
| Receipt #: |  | |
|  |  |  |  | |
| **From:** |  | **Sold To:** | | |
| [Your Name/Company Name] |  | [Client's Name/Company Name] | | |
| [Address Line 1] |  | [Address Line 1] | | |
| [Address Line 2] |  | [Address Line 2] | | |
| [City], [State], [Zip Code] |  | [City], [State], [Zip Code] | | |
| [Phone] |  | [Phone] | | |
|  |  |  | |  |
| **Description** | **Quantity** | **Unit Price** | | **Total** |
|  |  |  | |  |
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|  |  |  | |  |
|  |  | **Subtotal:** | |  |
| **Tax Rate:** |  | **Tax:** | |  |
| **Amount Paid:** |  | **Total Amount Due:** | |  |
| Thank you for your business! | | | | |

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