|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales 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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|  | |  |  |  |
|  | |  |  |  |
| Tax Rate: | |  | Subtotal: |  |
| Amount Paid: | |  | Tax: |  |
| Payment Method: |  |  | Total Amount Due: |  |
| Thank you for your business! | | | | |

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