

# Vendor Bill Receipt

Acme Corporation  
123 Avenue Street, Midtown  
Cityville, 10001  
Email: accounts@acme.com | Phone: (123) 456-7890

Date: 2024-06-11  
Receipt No: VBR-20240611-0025

## Billed To:

Vendor Name: John Supplies Ltd.  
Address: 456 Market Road, Suite 77  
Contact: vendor@johnsupplies.com | (456) 555-2534

## Bill Details

| #           | Description                 | Qty | Unit Price | Amount     |
|-------------|-----------------------------|-----|------------|------------|
| 1           | Office Chairs, Model XC-200 | 10  | \$70.00    | \$700.00   |
| 2           | Desk Lamps, LED             | 12  | \$25.00    | \$300.00   |
| 3           | Shipping Fee                | 1   | \$50.00    | \$50.00    |
| Subtotal    |                             |     |            | \$1,050.00 |
| Tax (8%)    |                             |     |            | \$84.00    |
| Total       |                             |     |            | \$1,134.00 |
| Amount Paid |                             |     |            | \$500.00   |
| Balance Due |                             |     |            | \$634.00   |

## Important Notes:

- This document serves as a record of goods/services received and the amount owed to the vendor.
- Ensure all details above are correct; contact the issuer if any discrepancy is found.
- Payment should be completed by the due date to avoid penalties or service interruptions.
- Retain this receipt for your accounting and record-keeping purposes.
- Partial payments are reflected above; please remit the remaining balance promptly.