

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.