

Sales Receipt

Receipt No.

[Your Business Name]

Address:

Date

Sold To

Contact

Payment Method

Item Description	Quantity	Unit Price	Amount

Subtotal

Tax

Total

Authorized Signature

Customer Signature

Important Notes:

- This receipt serves as proof of purchase and should be retained by the customer.
- All information should be handwritten clearly to avoid confusion or disputes.
- Ensure details such as date, items, quantities, and total are filled out accurately.
- Receipts are generally not valid without authorized signatures.
- Check local laws for record-keeping requirements and templates.