

Sales Receipt

Receipt Number:

SR-2024-0178

Date:

2024-06-25

Sold By:

ABC Stationery Shop
123 Main Street
City, ZIP 12345

Customer:

John Doe
789 Elm Avenue
City, ZIP 45678

Items Purchased

#	Description	Qty	Unit Price	Total
1	Notebook A5	3	5.00	15.00
2	Ballpoint Pen	5	1.20	6.00
3	Paper Clips (100pcs)	2	2.50	5.00
4	Highlighter Set	1	4.50	4.50
Subtotal				30.50
Sales Tax (5%)				1.53
Total Amount				32.03
Payment Method: Credit Card				

Authorized Signature: _____

- Keep this receipt as proof of purchase for returns or warranty claims.
- Ensure all item details and totals are accurate before leaving the store.
- Sales receipts are essential for record-keeping and accounting purposes.
- Contact the seller immediately if any discrepancies are found on this receipt.