

## Sales Receipt

(Handwritten Format)

**Receipt No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sold By:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### Itemized List

Qty	Description	Unit Price	Amount
---	_____	---	---
---	_____	---	---
---	_____	---	---
<b>Subtotal</b>			_____
<b>Tax</b>			_____
<b>Total</b>			_____
<b>Amount Paid</b>			_____
<b>Balance Due</b>			_____

### Payment Method:

Cash  Cheque  Card  Other: \_\_\_\_\_

Seller's Signature

Customer's Signature

### Important Notes:

- This is a sample for handwritten sales receipts, suitable for manual records or small businesses.
- Ensure all details are filled legibly for clarity and legal validity.
- Receipt serves as proof of sale and payment between seller and customer.
- Always provide a copy to the customer and retain one for your records.