

Sales Receipt

(Handwritten Format)

Receipt No.: _____ **Date:** _____

Sold By: _____ **Phone:** _____

Customer Name: _____ **Contact:** _____

Address: _____

Itemized List

| Qty | Description | Unit Price | Amount |
|-------------|-------------|------------|--------|
| --- | _____ | _____ | _____ |
| --- | _____ | _____ | _____ |
| --- | _____ | _____ | _____ |
| Subtotal | | | _____ |
| Tax | | | _____ |
| Total | | | _____ |
| Amount Paid | | | _____ |
| Balance Due | | | _____ |

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.