

# Vendor-Issued Purchase Receipt

Vendor Name:  
Acme Supplies Ltd.  
Receipt Number:  
RCPT-23001456  
Date:  
2024-06-20

Vendor Address:  
123 Main Street, Springfield  
Phone:  
+1 800-555-0101  
Customer:  
Mark Johnson

## Purchased Items

#	Description	Quantity	Unit Price	Total
1	A4 Copier Paper (500 sheets)	4	\$4.00	\$16.00
2	Ballpoint Pens (Pack of 10)	3	\$2.20	\$6.60
3	Stapler	1	\$5.50	\$5.50

**Subtotal:** \$28.10  
**Tax (7%):** \$1.97  
**Total Amount:** \$30.07  
**Payment Method:** Credit Card

Authorized Signature:

### Important Notes:

- This receipt serves as proof of purchase and payment for the items listed above.
- Retain this document for accounting, warranty, and auditing purposes.
- No returns or exchanges without presenting this original receipt.
- Contact the vendor within 7 days for any discrepancies or issues.