

Purchase Receipt

Supplier:

ABC Suppliers Pvt. Ltd.
123 Main Road, City
Phone: 123-456-7890
Email: supplier@email.com

Buyer:

XYZ Enterprises
456 Market Avenue, City
Phone: 987-654-3210
Email: buyer@email.com

Receipt No.: PR-0001

Date: 2024-06-23

#	Item Description	Quantity	Unit Price	Amount
1	Sample Product A	10	\$25.00	\$250.00
2	Sample Product B	5	\$40.00	\$200.00

Subtotal:	\$450.00
Tax (10%):	\$45.00
Total:	\$495.00
Amount Paid:	\$495.00

Received By

Authorized Signature

Important Notes:

- This receipt confirms the purchase and payment for the items listed above.
- Ensure all editable fields are reviewed for accuracy before finalizing or sharing.
- Keep a copy of this document for your records and warranty claims, if applicable.
- This template can be customized as per your organization's requirements.
- Signature fields must be duly signed for the receipt to be valid.