

Business Name: Acme Supplies Ltd.
Address: 123 Main Ave, Suite 400, Cityville
Phone: (555) 123-4567
Email: info@acmesupplies.com

Itemized Purchase Receipt

Receipt No.: #PR-2024-0771
Billed To: Jane Doe Industries
Contact: John Smith

Date: 2024-06-28
Payment Method: Credit Card
Terms: Net 30

#	Description	Qty	Unit Price	Amount
1	Standard Notebooks (A5, 100 pages)	20	\$2.50	\$50.00
2	Ballpoint Pens (Black, Pack of 10)	10	\$4.00	\$40.00
3	Desk Organizer Set	5	\$15.00	\$75.00

Subtotal	\$165.00
Sales Tax (8%)	\$13.20
Total Amount	\$178.20
Amount Paid	\$178.20
Balance Due	\$0.00

Important Notes:

- Always review item descriptions and quantities for accuracy.
- Ensure receipt numbers are unique for proper record-keeping.
- Retain receipts for accounting and tax audit purposes.
- Include contact details for post-purchase support.
- This document serves as official proof of purchase.