

**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

**Date:** 2024-06-28

**Billed To:** Jane Doe Industries

**Payment Method:** Credit Card

**Contact:** John Smith

**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
<b>Balance Due</b>	<b>\$0.00</b>

### 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.