

ABC Supplies & Co.
123 Ledger St., Suite 400
Springfield, ST 12345
Phone: (123) 456-7890
Email: contact@abcsupplies.com

Itemized Receipt

Date: 2024-06-28

Billed To:

Jane Doe
789 Maple Ave.
Springfield, ST 12345
Email: janedoe@email.com

Receipt No: 003427

Payment Method: Credit Card

Reference: INV-2024-457

Description	Reference	Quantity	Unit Price	Line Total
Notebook, A4, 200 pages	#N200A4	5	\$6.00	\$30.00
Gel Pen (Blue)	#PENB01	10	\$1.70	\$17.00
Desk Organizer Set	#DESKORG	2	\$18.50	\$37.00
1.25" Binder	#BIND125	3	\$5.00	\$15.00
Subtotal				\$99.00
Tax (8%)				\$7.92
Total				\$106.92
Amount Paid				\$106.92
Balance				\$0.00

Important Notes

- This itemized receipt follows a ledger format for easy record keeping and reconciliation.
- Each item listed includes reference code, quantity, and individual unit price.
- Please ensure all details are correct before filing this document for financial records.
- Keep this receipt for future reference or audit purposes.
- Contact us within 7 days if any errors or issues are noticed.