

# Brief Sales Receipt

Receipt No: SR-2024-089

Date: 2024-06-01

Customer Name: ABC Corp.

Address: 123 West Avenue, Metro City

Contact: +123 4567 8900

## Items Sold

#	Description	Qty	Unit Price	Total
1	Product A	5	780.00	3,900.00
2	Product B	2	1,200.00	2,400.00

Subtotal:	6,300.00
VAT (10%):	630.00
<b>Total Amount:</b>	<b>6,930.00</b>
Payment Received:	6,930.00
Balance Due:	0.00

Payment Mode: Bank Transfer

Reference No: BNK20240601075

Issued By: J. Salonga

Authorized Signature: \_\_\_\_\_

## Important Notes

- This sales receipt serves as official proof of the transaction and payment received.
- Ensure all receipt details are accurate before posting to the ledger.
- Receipt must be attached to ledger entries for audit and reconciliation purposes.
- Any corrections or voids should be properly documented and authorized.
- Always cross-verify the payment mode and reference number for accuracy.