**[](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Basic+Receipt+doc+11304&lpa=Basic+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

**BASIC RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Your Company Name | | |  | DATE |  | |
| 123 Main Street | | |  | RECEIPT NO. |  | |
| Hamilton, OH 44416 | | |  | CUSTOMER NO. |  | |
| (321) 456-7890 | | |  |  | | |
| Email Address | | |  | ATTN: Name / Dept | | |
| SALESPERSON |  | |  | Company Name | | |
| CREDIT CARD NO. |  | |  | 123 Main Street | | |
| CHECK NO. |  | |  | Hamilton, OH 44416 | | |
| MONEY ORD. NO. |  | |  | (321) 456-7890 | Email Address | |
|  | | | | | | |
| ITEM NO. | DESCRIPTION | | | QTY | UNIT PRICE | TOTAL |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
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|  |  | | |  |  |  |
| Remarks / Instructions: | | | | SUBTOTAL | |  |
| TAX | |  |
| SHIPPING / HANDLING | |  |
| *Please make check payable to* Your Company Name. | | | | OTHER | |  |
| THANK YOU | | | | TOTAL | |  |
|  | | | | | | |
| CASH |  | CREDIT CARD |  | MONEY ORDER | |  |
| *For questions concerning this receipt please contact* Name, (321) 456-7890, Email Address | | | | | | |
| www.yourwebaddress.com | | | | | | |
|  |  |  |  |  |  |  |
| **CLIENT** | | |  | SALES RECEIPT | | |
| ATTN: Name / Dept | | |  |
| Company Name | | |  | DATE |  | |
| 123 Main Street | | |  | RECEIPT NO. |  | |
| Hamilton, OH 44416 | | |  | AMOUNT PAID |  | |
|  | | | | | | |
| Your Company Name | | 123 Main Street | | | Email Address | |
| (321) 456-7890 | | Hamilton, OH 44416 | | | www.yourwebaddress.com | |

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