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

**ONLINE RECEIPT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR LOGO** |  | INVOICE | |
| Company Name |  |  | **DATE** |
| 123 Main Street |  |  |  |
| Hamilton, OH 44416 |  |  | **INVOICE NO.** |
| (321) 456-7890 |  |  |  |
| Email Address |  |  | |
|  |  | *Payment due upon receipt.* | |
| **BILL TO** |  | **SHIP TO** |  |
|  |  |  |  |
| ATTN: Name / Dept |  | ATTN: Name / Dept |  |
| Company Name |  | Company Name |  |
| 123 Main Street |  | 123 Main Street |  |
| Hamilton, OH 44416 |  | Hamilton, OH 44416 |  |
| (321) 456-7890 |  | (321) 456-7890 |  |
| Email Address |  |  | |
|  |  |  |  |
| **DESCRIPTION** | |  | **TOTAL** |
|  | |  |  |
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|  | |  |  |
| Remarks / Instructions: |  | **SUBTOTAL** | 0.00 |
|  | | enter total amount **DISCOUNT** | 0.00 |
| **SUBTOTAL LESS DISCOUNT** | 0.00 |
| enter percentage **TAX RATE** | 0.00% |
| **TOTAL TAX** | 0.00 |
| **SHIPPING/HANDLING** | 0.00 |
| *Please make check payable to* Your Company Name. | | **OTHER** | 0.00 |
| THANK YOU | | **TOTAL** | **$ -** |
|  | | | |
|  |  |  |  |
| *For questions concerning this invoice, please contact* | | | |
| Name, (321) 456-7890, Email Address | | | |
| www.yourwebaddress.com | | | |

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