***Sales Receipt Template***

**[Company Name]**

**Sales Receipt**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sold BY:** | |  |  | **Date** | |  | |
| **Name:** | |  |  |  | |  | |
| **Address** | |  |  |  | |  | |
|  | |  |  |  | |  | |
| **Cash** | | **Charge** | **C.O.D** | **ON.ACCT** | | **Estimate** | |
|  | | | | | | | |
| **QTY.** | **Details** | | | | **Price** | | **Amount** |
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| **Received BY:** | | | | | | | |

***Thank You for Your Business!***

[Street Address], [City, ST ZIP Code]  
[Phone: 555-555-55555] [Fax: 123-123-123456]  
[abc@example.com]