Free receipt template

Fill it in, sign it, and give a copy to the customer.

Business name _____

Address and phone _____

Received from _____

Payer address or email _____

RECEIPT

Receipt number _____

Date paid _____

Payment method _____

Check or reference no. _____

DESCRIPTION	QTY	PRICE	AMOUNT

Subtotal	
Sales tax rate	
Sales tax	
Total paid	

Received by (signature) _____

Notes _____

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.