**Simple Receipt Template**

**[Your Company Logo]**

[Your Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website URL]

**Receipt**

Date: [Date]

**Receipt Number: [Receipt Number]**

Customer Information:

Name: [Customer Name]

Address: [Customer Address]

Phone Number: [Customer Phone Number]

**Email Address: [Customer Email Address]**

Itemized List:

| **Description** | **Quantity** | **Unit Price** | **Total** |
| --- | --- | --- | --- |
| [Item 1] | [Qty 1] | [Price 1] | [Total 1] |
| [Item 2] | [Qty 2] | [Price 2] | [Total 2] |
| [Item 3] | [Qty 3] | [Price 3] | [Total 3] |
| ... | ... | ... | ... |

Subtotal: [Subtotal Amount]

Tax (if applicable): [Tax Amount]

**Total Amount Due: [Total Amount]**

Payment Information:

Payment Method: [Payment Method]

Amount Paid: [Amount Paid]

**Change Due (if applicable): [Change Due]**

Thank you for your business!

**[Your Company Name]**