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]