

Personal Sales Receipt Template

1. Seller's Information

- Name: _____
- Address: _____
- Contact Number: _____

2. Buyer's Information

- Name: _____
- Address: _____
- Contact Number: _____

3. Sale Details

- Date of Sale: _____
- Receipt Number: _____

4. Itemized List of Sold Items

Item Name	Description	Quantity	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Payment Summary

- Subtotal: _____
- Sales Tax: _____
- Total Amount Paid: _____

6. Payment Method

- Cash
- Credit Card
- Debit Card
- Check

7. Signatures

- Seller's Signature: _____ Date: _____
- Buyer's Signature: _____ Date: _____