
Printable Sales Receipt

1. Seller Information

- Seller's Name: _____
- Address: _____
- Contact Number: _____

2. Buyer Information

- Buyer's Name: _____
- Address: _____
- Contact Number: _____

3. Transaction Information

- Date of Sale: _____
- Receipt Number: _____

4. Items Sold

Description	Quantity	Unit Price	Line Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

5. Subtotal

- Subtotal: _____

6. Tax Calculation

- Sales Tax: _____

7. Grand Total

- Total Amount Paid: _____

8. Payment Method

- Cash
- Credit Card
- Debit Card
- Check

9. Signatures

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