
Sales Receipt PDF

1. Seller Information

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

2. Buyer Information

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

3. Transaction Details

- Date of Sale: _____
- Receipt Number: _____

4. Itemized List of Products/Services

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

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

5. Subtotal

- Total Before Tax: _____

6. Taxes

- Sales Tax Amount: _____

7. Grand Total

- Total Amount Paid: _____

8. Payment Method

- Cash
- Credit Card
- Debit Card
- Check

9. Seller's Signature

- Seller's Signature: _____ Date: _____