

Sales Receipt Word Template

1. Seller Information

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

2. Buyer Information

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

3. Transaction Details

- Date of Sale: _____
- Receipt Number: _____

4. Itemized List of Products/Services

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

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

5. Subtotal

- Subtotal: _____

6. Tax Details

- Sales Tax: _____

7. Total Amount

- Total Amount Paid: _____

8. Payment Method

- Cash
- Credit Card
- Debit Card
- Check

9. Signatures

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