

# Purchase Receipt Form Template

Receipt Date: \_\_\_\_\_

Invoice No: \_\_\_\_\_

## Seller's Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Table of Purchased Items

Product Name	Quantity	Unit Cost	Total Amount

## Payment Confirmation

- **Payment Mode:**
  - **Cash**
  - **Credit Card**

- **Wire Transfer**

**Seller's Signature:** \_\_\_\_\_

**Buyer's Signature:** \_\_\_\_\_