|  |  |
| --- | --- |
| **CASH SALE RECEIPT** | |
| **Receipt Number:** [Number] | **Date:** [MM/DD/YYYY] |
| **Received From** [Name] | **the amount of $** [Amount] |
| **For:** [Reason] | |
| Cash | **Current Balance:** $ [Amount] |
| Cheque | **Payment Amount:** $ [Amount] |
| Money Order | **Balance Due:** $ [Amount] |
| **Received By:** [Name] | |

**Payment Method**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cash** |  |  | **Account Number:** [Number] |
|  | **Check no:** [Number] |  |  | **Other:** [Other] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Rate** | **Amount** |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| [Description] | [Quantity] | [Price] | [Amount] |
| **Comments or Notes** [Notes] | | **Subtotal** | [Amount] |
| **Discount** | [Amount] |
| **Tax** | [Amount] |
| **Total** | [Amount] |