|  |
| --- |
| **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] |