**ITEMIZED RECEIPT**

**INVOICE NO: \_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Company info** | **Bill to** | **Ship to** |
| <123 Street Address>  <City, State, Zip/Post Code>  <Phone Number>  <Website>  <Email> | <Contact Name>  <Client Company Name>  <Address>  <Phone, Email> | <Name / Dept>  <Client Company Name>  <Address>  <Phone> |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  | | SUBTOTAL | 0.00 |
| TAX RATE | 0.00% |
| TOTAL TAX | 0.00 |
| SHIPPING/HANDLING | 0.00 |
| **BALANCE DUE** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company signature Client signature