**ITEMIZED RECEIPT**

|  |
| --- |
| **BILL TO** |
| <Contact Name> |
| <Client Company Name> |
| <Address> |
| <Phone, Email> |

|  |
| --- |
| **SHIP TO** |
| <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 | |
| **Terms & Instructions** |  | **SUBTOTAL** | 0.00 |
| <Add payment instructions here, e.g: bank, paypal...> | | **DISCOUNT** | 0.00 |
|  | | **TAX RATE** | 0.00% |
|  | | **TOTAL TAX** | 0.00 |
|  | | **/HANDLING** | 0.00 |
|  | | **Balance Due** | **$ -** |