**SALE RECEIPT**

**RECEIPT NO
DATE**

|  |  |
| --- | --- |
| To: | Ship To: |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|  |  |  |  |  |  |

Comments or special instructions: |

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  | **SUBTOTAL** |  |
| **SALES TAX** |  |
| **HANDLING** |  |
| **TOTAL due** |  |