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|  | | | **ITEMIZED SALES RECEIPT** | | | |
| ***[Your company slogan]*** | | | | | | **DATE:** [Enter date]  **Receipt #** [100] |
| **fROM:** | [Company Name]  [Email]  [Address 1]  [Address 2]  [Phone] | | | **TO:** | [Client Name]  [Email]  [Address 1]  [Address 2]  [Phone] | |
| **TERMS:**  **DUE:** | | [Payment Terms]  [Payment Due Date] | |  |  | |

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| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Price** | **Amount** |
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| **Subtotal** | | |  |
| **Tax** | | |  |
| **BALANCE DUE** | | |  |

**Notes**

Click here to add notes, payment instructions or terms of service. [Sign here]