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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]