CASH RECEIPT

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECEIPT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE**

**.**

**FROM**

**<Your Company Name>**

**<123 Street Address>**

**<City, State, Zip/Post Code>**

**<Phone Number>**

**<Email Address**

|  |
| --- |
| **TO** |
| **<Client Name>** |
| **<Address>** |
| **<Email>** |
| **<Phone number>** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | *0.00* |
|  |  |  | 0.00 |
| **Remarks, notes** |  | **SUBTOTAL** | 0.00 |
|  |  | **DISCOUNT** | 0.00 |
|  | **SUBTOTAL LESS DISCOUNT** | | 0.00 |
|  |  | **TAX RATE** | 0.00% |
|  |  | **TOTAL TAX** | 0.00 |
|  |  | **SHIPPING/HANDLING** | 0.00 |
|  |  | **Balance Paid** | **$ -** |