**ITEMIZED RECEIPT**

<Payment terms (due on receipt, due in X days)>

|  |  |  |
| --- | --- | --- |
| **COMPANY INFO** | **BILL TO** | **SHIP TO** |
| <123 Street Address>  <City, State, Zip/Post Code>  <Phone Number>  <Website>  <Email> | <Contact Name>  <Client Company Name>  <Address>  <Phone, Email> | <Name / Dept>  <Client Company Name>  <Address>  <Phone> |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  |  |
| **Remarks /payment** | | **SUBTOTAL** | 0.00 |
| **DISCOUNT** | 0.00 |
| **TOTAL TAX** | 0.00 |
| **HANDLING** | 0.00 |
| **BALANCE DUE** |  |

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**Company signature Client signature**