| Date |  | Receipt# 1234 |
| --- | --- | --- |
| ToName Street Address City, ST ZIP CodeInstructionsDelivery Instructions |  | Ship ToSame as recipient |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goods Details | Packing Weight | Packing Size | Quantity | Unit Price | Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Subtotal | | | | |  |
| Sales Tax | | | | |  |
| Shipping & Handling | | | | |  |
| Total Due | | | | |  |

Due upon receipt

Thank you for your business!

|  |  |  |
| --- | --- | --- |
| Received by: | Name: | Date: |