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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Receipt.** | | | | | |  | **Balance Due** | | | | | |
|  |  |  |  |  |  |  |  |
| **RECEIPT • #000000** |  |  | **Your Company Name** | | | |  |
| **Receipt Date: mm/dd/yyyy** | | | | | |  |  | YourWebAddress.com | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Description | | | | | | Quantity | | Rate | | Amount | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
| Enter description of product or service here | | | | | | 0 | | 0 | | $0.00 | |  |
|  |  |  |  |  |  | **Subtotal** | | | | $0.00 | |  |
|  |  |  |  |  |  | **Discount** | | | | $0.00 | |  |
|  |  |  |  |  |  | **Tax rate** | | | | 0.00% | |  |
|  |  |  |  |  |  | **Tax** | | | | $0.00 | |  |
| **PAYMENT TERMS** | | | | | | **Total Paid** | | | | **$0.00** | |  |
| **Notes** | | | | | | Enter Additional Notes Here | | | | | |  |
|  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  | **Your Company Name** | | | | |  |  | **BILL TO:** | | | | |  |
|  | Your Telephone Number | | | | |  |  | **Client Company Name** | | | | |  |
|  | Address Line 1 & 2 | | | | |  |  | Client Telephone Number | | | | |  |
|  | Postal Code & City | | | | |  |  | Client Address Line 1 & 2 | | | | |  |
|  |  | | | | |  |  | Client Postal Code & City | | | | |  |
|  |  | | | | |  |  |  |  |  |  |  |  |
|  | This free receipt template was provided to you by Invoice2go. | | | | | | |  |  |  |  |  |  |
|  | [Click here to create your free account.](https://invoice.2go.com/sign-up/) | | | | |  |  |  |  |  |  |  |  |
| [A picture containing text  Description automatically generated](https://invoice.2go.com/sign-up/)   |  | | --- | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |