RECEIPT

[Your business or name]
[Address] · [email] · [phone]

Receipt no.	[0001]
Date	[YYYY-MM-DD]
Payment method	[Cash / card / transfer]

Received from
[Payer name]
[Address]

Description	Qty	Unit price	Amount
[Item or service, e.g. Lawn mowing]	2	40.00	80.00
[Another item]	1	25.00	25.00

		Subtotal	105.00
[Tax rate: change the % in column B, or leave it at	0%	**Tax**	0.00
[Currency, e.g. EUR / USD / GBP]		**Total received**	**105.00**

Received by: [Name] Signature: _____

Thank you.