Receipt

[Your business name] · [phone] · [email] · [address]
Receipt #[number] for invoice #[number]
Received from: [customer name] · [job address]
Paid [date] by [cash / check #___ / Zelle / card]
[Work or item] - [qty] × [rate] = [$] (one line each)
Subtotal [$] · Sales tax [rate]% [$]
Total paid: $[amount]
PAID IN FULL - thank you · or: Balance due $[amount] by [date]
Received by: [your name or initials]

DESCRIPTION	QTY	PRICE	AMOUNT

Subtotal	
Sales tax	
Total paid	