[Company Name]

[Address]
[Address 2]
[Postcode]
[Phone]

LOGO

CASH RECEIPT #000

BILLED TO

[Contact Name]
[Client/Company Name]
[Address]

[Phone/Email]

SHIP TO

[Name/Dept]
[Client/Company Name]
[Address]

[Phone/Email]

Description	Qty	Unit Price	Total

Subtotal	
Discount	
Sub Total Less Discount	
Delivery	
Balance Paid	

DATE: xx/xx/xxxx

Terms & Instructions
[How was payment made e.g. cash, cheque]
[Add terms here e.g. warranty, returns policy]