LOGO

CASH RECEIPT

NO. xxx

DATE: xx/xx/xxxx

[Company Name]
[Address]
[Address 2]
[Postcode]
[Phone]

Description	Qty	Unit Price	Total

Subtotal	
Delivery	
Balance Paid	

BILLED TO

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

[Phone/Email]

SHIP TO

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

[Phone/Email]

TERMS AND CONDITIONS

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