**BUSINESS RECEIPT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR LOGO** |  |  | BUSINESS INVOICE |
| Company Name |  |  |  | **DATE** |
| 123 Main Street |  |  |  |  |
| Hamilton, OH 44416 |  |  |  | **INVOICE NO.** |
| (321) 456-7890 |  |  |  |  |
| Email Address |  |  |  |
|  |  |  | *Payment due upon receipt.* |
| **BILL TO** |  | **SHIP TO** |   |   |
|  |  |  |  |  |
| ATTN: Name / Dept |  | ATTN: Name / Dept |  |
| Company Name |  | Company Name |  |
| 123 Main Street |  | 123 Main Street |  |
| Hamilton, OH 44416 |  | Hamilton, OH 44416 |  |
| (321) 456-7890 |  | (321) 456-7890 |  |
| Email Address |  |  |
|  |  |  |  |  |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Remarks / Instructions: |   |  | **SUBTOTAL** |   |
|  |  | enter total amount **DISCOUNT** |   |
|  | **SUBTOTAL LESS DISCOUNT** |   |
|  | enter percentage **TAX RATE** |   |
|  | **TOTAL TAX** |   |
|  | **SHIPPING/HANDLING** |   |
| *Please make check payable to* Your Company Name. |  | **OTHER** |   |
| THANK YOU |  | **TOTAL** |  |
|  |
|  |  |  |  |  |
| *For questions concerning this invoice, please contact* |
| Name, (321) 456-7890, Email Address |
| www.yourwebaddress.com |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |