50+ Receipt Samples, Format & Examples 2022

Businesses tender products or services to their consumers, and in exchange, customers release payment, whether in cash or credit. As proof, a restaurant provides a <u>printable</u> receipt or a blank receipt before listing down the items bought.

To create a receipt sample of your very own, follow the following steps:

- Browse through several receipt samples and examples for your own business.
- Customize Online or Download in your preferred File format and Print As Required

Each store providing products and services must give a form of acknowledgment to their clients. Receipts are <u>relevant documents</u> for the company and the consumer as they represent legal transactions. In the article, 50 samples and examples of receipts serving various purposes await. Check them out now!

1. Payment Receipt Sample

Payment receipt represents transaction records between a seller and buyer, listing out goods and services accrued by the buyer. It must reflect items and their corresponding prices.



2. Printable Receipt Sample

In the <u>construction business</u>, it is ideal to have printable receipts ready for use. These must include information about supplies and materials the company purchased for a plan or project.



3. Cash Receipt Sample

The use of <u>cash receipts</u> represents an acknowledgment of the involvement of cash in a transaction. A person's initials and the specified amount must reflect on the cash receipt.



4. Blank Receipt Sample

Blank receipts allow you to write down the items without a computer or a printing device. It comes in handy for businesses or individuals to have a <u>blank receipt</u> with them, especially if they are offering door-to-door services.



5. Invoice Receipt Example

<u>Invoice receipts</u> are documents referring to services or products before payment issuance. It is an essential document as it already lists the tendered services or products from an organization.

					WAY NAM	10			
				COMP	ANY ADD	RESS			
NTERNATIONAL VR WWYBILL NO			COMMERCIAL	RCIAL INVOICE (NOTE: All shipments must be accompanied by a Federal Express International Air Waybill.)					2509
ATE OF EXPOR	MOTATION			EXPORT REFERENCES (i.e., order no., invoice no.)					
SHPPEREXPO	RTER (ocr	mplete name and add	(ress)	CONSIGNEE (c	omplete na	ame and a	idress)		
COUNTRY OF E	хроят			IMPORTER — I			NSIGNEE		
COUNTRY OF M									
MARKSINOS.	NO. OF TYPE OF FULL DESCRIP		FULL DESCRIPTION	OF GOODS	GOODS OTY. UNIT WEIGHT UNIT OF MEA-SURE				UE TOTAL VALUE
	TOTAL NO. OF PKGS.						TOTAL		TOTAL INVOICE VALUE
TO UNITED S	TATES LA	Y: THESE COMMOD CORDANCE WITH TO W IS PROHIBITED. FORMATION CONTA	VERSE SIDE FOR HELP IN THES, TECHNOLOGY, OF HE EXPORT ADMINISTRA WINED IN THIS INVOICE TO In name and title and eign.)	SOFTWARE WER TION REGULATION O BE TRUE AND O	IE EXPOR	TED FROM	YTRARY		Check on E FO.B. E C & F E C I.F.

6. Restaurant Receipt Sample

Food establishments often provide their customers with restaurant receipts. The receipt holds the name of the meal, unit price, and total amount. The restaurant also gives the customer the original document receipt.



. The restaurant has received the customer's full payment,

7. Meal Receipt Sample

Electronic receipts come in various medical files and the prominent ones used are in the PDF format. Take the meal receipt sample below.



- . The above has been billed & delivered to the customer.
- The company has received the customer's full payment.

8. Acknowledgment Receipt Sample

An <u>acknowledgment receipt</u> involves an individual signing their name as proof of a receipt of cash, goods, or delivery. It tells the sender that the courier delivered the package to the respective owner.



9. Store Receipt Example

Establishments have their particular designs for their receipt. Each one may be different from the other. <u>Jewelry stores</u> have varying components in comparison to a clinic.

33	Receipt
Library Services Section	
State Library of North Carolina	
Department of Cultural Resources	Date:
Archives/Library Building	1004000
	ERVICE CENTER)
Raleigh, North Carolina (RALEIGH NC 27699-4	
Received from:	
-	(Name)
(Sta	ate Agency or Patron's Address)
payment in the amount of	(cash/coin/check) for photocopies/computer
printouts/scans/microfilm printouts prepared in	Services
Branch, Library Services Section, State Library	of North Carolina.
KALSSAdmin/Deposit Receive	ed by
Forms'RECEIPT.DOC	W-
	Receipt
Library Services Section	
State Library of North Carolina	
Department of Cultural Resources	Date:
Archives/Library Building	
109 E. Jones Street (4641 MAIL SE	ERVICE CENTER)
Raleigh, North Carolina (RALEIGH NC 27899-4	4641)
Received from:	
3 2	(Name)
(Sta	ate Agency or Patron's Address)

10. Fitness Receipt Sample

Being in the fitness industry, provide your clients with a coherent and complete receipt listing acquired services. Below is a sample of one and can be edited on <u>Microsoft Word</u>.



11. Grocery Receipt Example

Once you have your grocery list, remember to ask for a receipt after running to the supermarket. It helps you keep track of the products you bought and the amount of each.

ETAILS OF ITEMS PURG	CHASED		
PRODUCT	PRIÇE	QUANTITY	TOTAL
		1 1	
		1 1	
		1 1	
		1 1	
	t	SUBTOTAL	
		TAX	
		GRAND TOTAL	
		L	
METHOD OF PAYMENT (c	ircle one & er	iter amount)	
esn			
redit card			
heque			

Designed by nuTemplates.com

12. Event Planner Receipt Sample

In terms of event planning, you must have a receipt to list down the prices for the services and materials for a client. Below is an example of one where you can edit through Microsoft Excel.



Terms & Conditions

- . The above has been paid by the guest.
- All products have been successfully delivered. The video of the event will be provided to the customer within 25 days.

13. Hotel Receipt Sample

A <u>hotel receipt</u> is necessary, especially if you offer guests services and products during their stay at the hotel, in addition to their room bill. Ensure that your hotel staff includes all tendered services and items by guests.

Hotel Zeus inquiry@hotelzeus.meil 222 555 7777

Hotel Receipt

Receipt Number: 01234 Prepared for: Chios Gracename

Client Address: 10 Red Rd. Casper, WY 82601

Email: chloe@zmail.com Date: November 15, 2025

Description.	Gawysy	Pike	total
De roe Room	2	1150,25	160.70
+3000 Service	4	880.10	(804)
Tack			5.7 %
Total			USD 116.27

Terms & Conditions

- . The above has been paid by the guest.
- The hotel has received the guest's full payment.

14. Receipt Voucher Sample

A <u>receipt voucher</u> is manually written documents in exchange for services or goods. These are used if there are no printable receipts available in the store.

RECEIPT VOUCHER	Receipt	lumber
	Date:	NO XII CO PA
Received from:	the amount	of S
For		
		Cash
Current Balance S Payment Amount S:		Cheque
Balance Due S:		Maney Order
	Received by:	

15. School Receipt Sample

When it comes to <u>school receipts</u>, it must clearly write the number of supplies or uniforms purchased by parents for their kids. It's also necessary to include the unit price for each item sold.



16. Taxi Receipt Sample

<u>Modern transportation</u>, including taxi services, issue receipts, and it is always advisable to give specifics on the receipt. Log in how much you charge per traveled mile and the amount of distance traveled by the passenger.



17. Email Receipt Example

Email receipts are quite common in the <u>digital marketing</u> age. These are similar to the traditional and printed receipts, and these are sent through an email showing the customer's purchased items.

CUSTOMER RECEIPT

Details		
Name	1	John Smith
Address	;	17 Test Street, Test Town, Test Country
Postcode	1	T3ST 4NG
Email	1	test@example.com

Merchant	18	Test Merchant
Response	- 4	AUTHCODE: Test
Time		01/01/2015 00:00:00
Amount		£25.00
Transaction Reference		1234567890ABCDEFG
Order Ref		Apples

Please note: This email was sent from a notification only address that can't accept incoming emails. Please do not reply to this message.

18. Food Receipt Sample

<u>Food delivery</u> services are prominent in this day and age, and people are inclined to do so as they wait for their food in the comfort of their own homes. Remember to double-check the food receipts you send out, as they must also contain the delivery fee you are charging.



19. Deposit Receipt Sample

Banks are the ones that use deposit receipts more often than not. The deposit receipt contains the deposited amount, including the account and transaction number. It also has the date and time of the deposit.



- The landlord has received the tenant's full payment.

20. Donation Receipt Sample

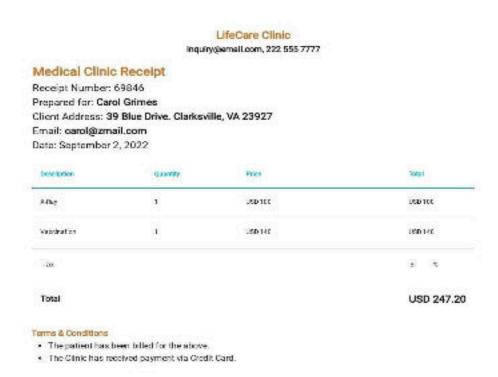
There are plenty of organizations taking in donations for a good cause. Most donators offer a <u>donation receipt</u> that lists out all the items and goods they gave for the benefit of the cause. These receipts help with inventory and accounting purposes.

Claire Foundation cisirefoundation@email.com, 222 555 7777 **Donation Receipt** Receipt Number: 57234 Prepared for: Edna Bloomwood Client Address: 12 Brent Rd. Casper, WY 35471 Email: ednabloomwd@zmail.com Date: April 23, 2027 bescription. Occurity: P#90 SHOW USC 43 .502,000 1030-45 Sweeters. 1307750 Total USD 4,377.50 Terms & Conditions The above items have been donsted by the customer.

. The foundation has received the package on the date indicated herein.

21. Hospital Receipt Sample

Hospital and medical clinic services are not cheap, and patients will always ask for transparency, and you can do this by providing a <u>hospital receipt</u>. It details the procedures and the accompanying fees.



22. Money Receipt Example

In terms of tendering goods and services, a money receipt must always be present. No matter if you are a <u>small business</u> or a large conglomerate. You must provide your clients with the document.

	RECEIPT FOR RE	NT MONEY
On	(date),	(tenant name)
paid \$	in:	
	□ CASH	
	□ CHECK NO	
	☐ MONEY ORDER NO	_
for rent on		(address). The tenant still owes
s	(halance due after payr	nent).
Money Rece	ived By:	(Landlord signature)
		(print name)

23. Petty Cash Receipt Sample

A <u>business agency</u> can issue a petty cash receipt to document payments and transactions from different companies. Ensure that you have all the copies you need for documentation purposes by a custodian.

PETTY CASH RECEIPT Number:	Date: _		
Description	Currency	Qty	Amount
		_	
Charged To:			
Total:		-	
Received By Appr	oved By		

24. Service Receipt Sample

A company that renders services to its clients must provide a <u>service receipt</u>. It gives your clients transparency and builds their trust and relationship with you, knowing that you give them a copy of the receipt.



25. Business Receipt Sample

A business receipt lists the particular services and goods offered by an establishment. Whether you are a <u>business consultant</u> or a coach, you must provide your clients with a receipt for clarity.



26. Spa Receipt Sample

<u>Spa businesses</u> have a variety of services and products and providing a spa receipt to clients shows transparency. Ensure that you list down all acquired services and items on the spa receipt.



27. Order Receipt Sample

When ordering food, the establishment provides customers with an order receipt. The receipt also serves as an order confirmation document that lists all the meals, combos, or dishes individuals order.



Terms & Conditions

- The above has been billed & delivered to the customer
- . The company has received the customer's full payment.

28. Rent Receipt Sample

A <u>rent receipt</u> is a vital document for tenants. It is a certification that they have paid for a particular month when a landlord asks for proof. It must include the name of the tenant, the paid amount, and the issuance date.



29. Vehicle Receipt Sample

A <u>car dealership</u> must provide their customers a vehicle receipt after purchasing an automobile and issuing fee payments. The receipt must list necessary information, including the paid amount. If payment is through installment, indicate the next due date.

Drift Automobiles driftautomobiles@semail.com, 222 555 7777

Vehicle Sale Receipt

Receipt Number: 41524 Prepared for: John Wright

Client Address: 5 Mint Rd.Middleton, MI 42701

Email: johnwright@zmail.com

Date: March 15, 2027

bescription	Gasnoty	Price	Total
Handa C na tilae	1	USD 28,000	090 20,000
TreGudoribation	*	usoes	1600 3200
i Sox			B B
Total			USD 29,169.60

Terms & Conditions

- . The above has been billed & delivered to the customer.
- The company has received the customer's full payment via check.

30. Clothing Receipt Example

<u>Clothing stores</u> have shipments coming in for each branch. A clothing receipt details the time and date of shipping, along with the received items, quantities, and total price. It also asks for the invoice number and the name of the receiving person.

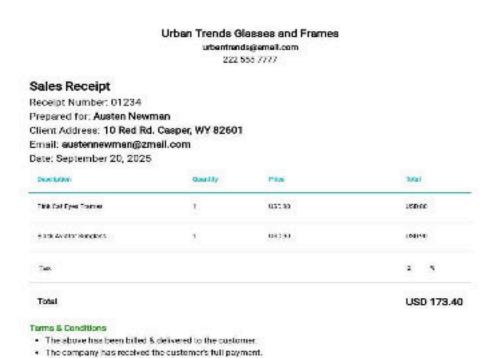
Invoicing Template.com	Your Clothing Store Name Street Address City, ST ZIP Code Phone Number,Web Address, etc.	DATE: INVOICE #:	INVOICE
BILL TO:		SHIP TO:	

PRODUCT ID DESCRIPTION SIZE QUANTITY UNIT PRICE LINE TOTAL State Tax	P.O. #	SALES REP. NAME	SHIP DATE	SHIP VIA	TERMS	DUE DATE
SUBTOTAL - State Tax 4.75% - Local Tax 2.75% - SHIPPING & HANDLING - TOTAL - PAID -						
SUBTOTAL - State Tax 4.75% - Local Tax 2.75% - SHIPPING & HANDLING - TOTAL - PAID -						
State Tax	PRODUCT ID	DESCRIPTION	SIZE	QUANTITY	UNIT PRICE	LINE TOTAL
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
State Tax						
Local Tax 2.75% - NOTES: SHIPPING & HANDLING - TOTAL - PAID -					SUBTOTAL	-
NOTES: SHIPPING & HANDLING - TOTAL - PAID -				State Tax	4.75%	-
TOTAL - PAID -				Local Tax	2.75%	-
PAID	NOTES:			SHIPPING 8	R HANDLING	-
					TOTAL	-
TOTAL DUE					PAID	_
					TOTAL DUE	_
					,	

THANK YOU FOR YOUR BUSINESS!

31. Sales Receipt Sample

Contrary to services receipt, the <u>sales receipt</u> lists down the items and goods purchased by customers. It must state the quantity, item name, unit price, and total amount. It must also include the name of the company and the purchaser.



32. Company Receipt Sample

With a variety of small and <u>large companies</u> emerging at present, make yours a unique company receipt. Incorporate designs and use your company logo on the official receipt you issue your clients.



33. Medical Receipt Sample

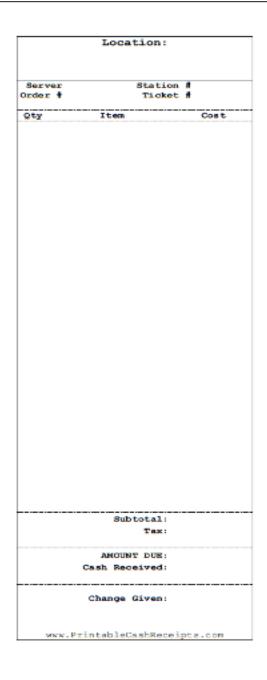
The above has been billed & delivered to the customer.
 The company has received the customer's full payment.

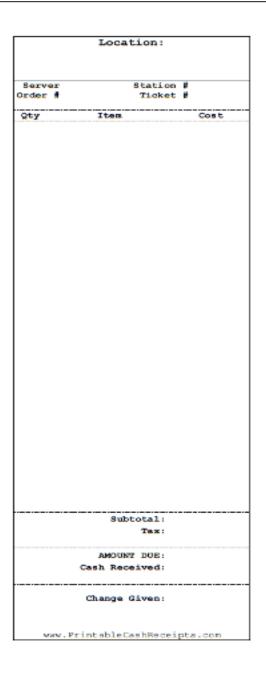
Patients demand <u>medical institutions</u> to provide them with a coherent medical receipt to have a document stating the amount is paid and accredited by the institution. It must list the observed procedures or tests with their accompanying price.

Lifeline Medicals lifelinemedicels@email.com 222 555 7777 Medical Receipt Receipt Number: 01234 Prepared for: Jimmy Jones Client Address: 10 Red Rd. Casper, WY 82601 Email: jimmy@zmail.com Date: September 20, 2025 Description. Castilly hist. Total 11504746 Tyleno USD 11.99 botte WU Tables 11829.51 Total USD 59.60 Terms & Conditions

34. Register Receipt Example

There are still cash register receipts present in establishments like shopping malls, <u>retail</u> <u>stores</u>, and marketplaces. These list the items bought by a person within a shop, the unit prices, and the total paid amount.





35. Reimbursement Receipt Example

A reimbursement receipt shows a <u>manufacturing company</u> provided an exchange of broken or defective items a customer purchased. It states whether the customer got a monetary refund or an exchange of units.

REIMBU	RSEMENTEXPENSI	ERECEIPT	REIMBI	IRSEMENT EXPENS	SE RECEIPT	
Date	No.		Date	Na	Na	
PECENTO from			PECENTE from			
(Mart)		(Marty				
		the amount of			the amount	
	(CMCO Dostyration)	10000-000000	13.5	rampar besignation		
	(h Mora)	(P)	-	Jih Miordel	(P	
	100000000000000000000000000000000000000	(1.51) (1.51)		370000000	190000	
in payment for			in payment for			
			nertial or prereponalition should stope inclusive above.			
purposes, plaintne, inclusive points of insuel, etc.)			particles, districts, inclusive points of travel, etc.)			
PAYEE			PAYEE			
Name/Signature			Name/Signature			
Acktress			Address			
Residence Cert. No			Residence Cert. No			
Date of Issue			Date of tosue			
Place of Issue			Place of issue			
WITNESS			WINESS			
Name/Signature		Name/Signature				
Ackiness		Address				
Residence Cert. No			Residence Cert. No			
Date of Issue			Date of Issue			
Place of Insue			Place of Insus			

36. Tax Receipt Example

Filling a tax receipt must be by state laws as it can have <u>legal implications</u>. Ensure the company's details like company name, contact information, and address are present.

iold BY: Name:				Date	
Cash		Charge	C.O.D	ON.ACC T	Estimate
QTY.		Details	(2) 	Price	Amount

37. Ice Cream Receipt Sample

An <u>ice cream parlor</u> receives its stocks from warehouses and factories. Upon payment, they receive an ice cream receipt that helps them with documentation and record-keeping.



- . The above has been billed 5 delivered to the customer.
- A up of \$15.00 has been added to the total bill amount, as per our terms and conditions.

38. Purchase Receipt Sample

In <u>restaurant purchases</u>, a purchase receipt shows the items, materials, or ingredients the supplier provides. It also contains a delivery date, helpful in the transport of perishable goods.



39. Daycare Receipt Sample

A <u>daycare receipt</u> is a vital document, especially when you are leaving your kids under the services of a daycare center. Ensure the name of the company and the date of service is present.



- . The above has been delivered to the parent.
- The daycare has received the parent's full payment.

40. Basic Receipt Sample

A basic receipt contains information like the company name, address, number of units, price per unit, and total amount.

Shadetronics Construction Enterprise & Services inquiregishedetronicsces.in, 222 555 7777 **Basic Construction Receipt** Receipt Number, 25685 Prepared for Joe A Eastman Address: 4778 Bairer Avenue, Dalles, TX 75207 Email: joe@email.com Date: December 01, 2029 Price Description Quartity. Total excerior 5000 080 a ures 03330000 "EX."pay 12 USD 200 USC 2,400 Total USD 33,372

- . The items mentioned above have been delivered to the customer,
- . The company confirms receiving full payment from the customer.

41. Construction Receipt Sample

It is practical to carry a <u>construction receipt</u> in terms of negotiating with clients. A blank receipt is even more convenient as you can manually include all the materials needed for a project.



42. Delivery Receipt Sample

A <u>delivery receipt</u> details the items a company received and paid for from a supplier. It must contain all essential parts, especially the date of delivery and the receiving body.



43. Freelancer Receipt Sample

A freelancer uses a <u>freelancer receipt</u> to detail the services they offered a client, along with its corresponding prices. They must supply the customer with a copy of the document for record-keeping.

ProLink Inc.

info@prolinkinc.com 222 555 7777

Freelancer Payment Receipt

Receipt Number: 01234 Prepared for: Dorothy Jenkins

Client Address: Black Drive, Chicago, IL 60610

Email: dorothyjenkins@zmall.com

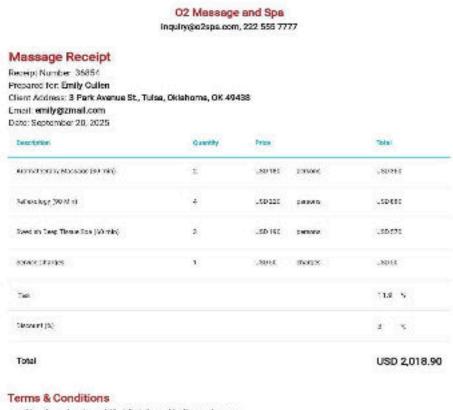
Date: May 5, 2024

Description	Quartity	From	Total
content writing	25	OSDES	DEDVES
Trackeding	19	Usons	USDZES
war			a 5
Total			USD 1,014.55

- The above has been billed & delivered to the customer.
- . The agency has received the customer's full payment

44. Massage Receipt Sample

Massage parlors give massage receipts to their clients who availed of their services. It must clearly state the availed services of the client with their corresponding prices.



- The above has been billed & delivered to the customer.
- . This receipt is a statement that the full payment has been made by the customet

45. IT & Software Receipt Sample

An <u>IT and software receipt</u> details the services done by a tech company, whether it is maintenance or repair. The receipt must also state if there is a user warranty for the device.

Alltech Software inquiregalltechsoftware.com 222 555 7777

IT Software Receipt

Involce Number: 01234

Prepared for: Armor Business Solutions

Address: 3182 Sunrise Road, Las Vegas, NV, 89109

Email: support@armorbsolutions.com

Date: March 12, 2030

Description	Quartity	Price	Total
Computer Sets.	*	isn:ses	1301247
40310 4000°	19	USD185	Leptes
propertity)			5 V
Total			USD 1,886.70

- The above will be delivered upon payment via each, check, or deposit.
- . This invoice is valid for 2 weeks.

46. Real Estate Receipt Sample

Real estate receipts are necessary when it comes to engaging customers. It details the purchase of property and the services involved in the purchase.



- . The above has been billed & handed over to the customer.
- The company has received the customer's full payment via Check.

47. Vendor Receipt Sample

A vendor must provide a <u>vendor receipt</u> to their clients, especially if they tender goods and services. It helps the vendor's customers to verify the quality and condition of products follow the terms and conditions agreed upon.

Lifeline Corporation

inquire@ilfelinecorporation.com, 222 555 7777

Receipt for Goods or Services

Receipt Number: 09876 Prepared for: Rosy William

Client Address: 8765 Bridge Street, Michigan

Email: rosywilliam@gmail.com

Date: March 20, 2028

besetation	Guantity:	Price	Yessi
Montes Set	2	U20 2,000	0824000
Strang Table Set	5	050,2500	1151.7,500
- Dex			y 4
Total			USD 11,845

- . The above amount has been paid by the customer.
- This receipt is prepared for acknowledging the dustomers' payment towards their purchase.

48. Personal Receipt Sample

A personal receipt details the services of an individual giving clients services or goods. For example, a <u>personal trainer</u> uses a personal receipt with his name as the person providing the services.



49. Bill Receipt Sample

In terms of sending your clients a copy of the billing, a <u>bill receipt</u> comes in handy. It details bill payments of an individual with their corresponding amounts.



- This bill does not include any amount due from the patient that has been referred to a collection agency.
- . The hospital has received the patients' full payment via credit card.

50. Contractor Receipt Sample

Contractors handle various clients with different requests, so keeping a blank <u>contractor</u> receipt comes in useful. Make use of the receipt to detail the services, materials, or items your clients tendered.



RECEIPT FORMAT

Each receipt has different designs and comes in all shapes and sizes. However, the essential elements of a receipt stay intact and must be present in all designs. Below are the contents of a receipt you must include in your company's receipt.

1. Business Name and Address

At the top part of the receipt, it must include the business name and address. It also helps if you include the business' logo in your receipt. Indicating these details allow your clients to know where to go if issues arise about products or services.

2. Product/Service Prices

The receipt must contain the name of the purchased product or service the clients bought and the unit price of each. This part of the receipt is one of the most essential in the document. The clients use it to reference their purchases.

3. Amount Total

The amount total is the subtotal of the price and the tax additions or deductions for the purchased items. Subtotal price is the total amount of prices before applying taxes. The total amount is the final price the customer pays for.

4. Transaction Records

Transaction records contain how much the customer paid, whether full or installment. The section helps reference changes to future transactions and payments.

FAQs

What is the receipt for payment?

A receipt of payment or payment receipt is a document a company provides its clients after payment for goods and services.

How do you write a receipt?

- Write the name of the recipient
- Identify all items or services tendered
- Include the unit price and subtotal amount
- Add statutory taxes
- Indicate the date and receipt number

Is receipt proof of payment?

A receipt is proof of payment and is given after a client pays for goods and services.

What is a payment receipt number?

A payment receipt number is a unique combination of numbers that helps the company when it comes to record-keeping and documentation.

What qualifies as a receipt?

Receipts are documents produced by vendors and service providers for clients. It is also used through business-to-business and stock market transactions.