

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 [printable 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 [relevant documents](#) 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.

Alice's Wonderland

inquiry@aworld.com
 222 555 7777

Payment Receipt

Receipt Number: 01234
 Prepared for: Lily Homes
 Client Address: 10 Red Rd. Casper, WY 82601
 Email: lily@gmail.com
 Date: September 20, 2025

Description	Quantity	Price	Total
Home Furnishing	5	USD 1,500	USD 9,200
Tax			\$ 75
Total			USD 9,785

Terms & Conditions

- The above payment has been made by the customer.
- The company has received the customer's full support.

2. Printable Receipt Sample

In the [construction business](#), 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.

Symbiosis Construction Company
Inquiries@symbiosiscc.com, 222.555.7777

Printable Construction Receipt

Receipt Number: 32946
Prepared for: Steve H Jones
Address: 994 Farnum Road, New York, NY 10007
Email: steve@gmail.com
Date: December 01, 2029

Description	Quantity	Price	Total
COFFEE (GRAND CAFE - 100g) (10)	10	USD 180	USD 1,800
Wine	20	USD 60	USD 1,200
Tax			\$ 0.00
Total			USD 3,000

[Terms & Conditions](#)

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

The use of [cash receipts](#) 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.

Create your own Proposal for FREE on Tenders247.com or SecureTenders247.com

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 [blank receipt](#) with them, especially if they are offering door-to-door services.

[illegible]

Invoice receipts 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.

M-1254 REV 2/00 L30828 156417 W128

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.

Mandy's Chocolate House

mandychocolatehouse@gmail.com

222 555 7777

Restaurant Receipt

Invoice Number: 01234

Prepared for: Rick Cain

Address: 28 W. Prospect Street Riparius, NY 12862

Email: rick@gmail.com

Date: September 1, 2030

Description	Quantity	Price		Total
Chocolate Duff	2	USD 20	15.00	USD 60
Chocolate Shake	2	USD 60	10.60	USD 160
Tax			9	5
Total				USD 226.60

Terms & Conditions

- The above has been served to the customer.
- The restaurant has received the customer's full payment.

Create your own Proposal for FREE on [Templates.net](#) or [Generate Templates with AI](#)

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.

Nova Restaurant

novarestaurant@gmail.com

222.555.7777

Meal Receipt

Receipt Number: 01234

Prepared for: Bevan Decker

Client Address: 10 Red Rd. Casper, WY 82601

Email: bevandecker@gmail.com

Date: September 20, 2025

Description	Quantity	Price		Total
Standard Tofu	1	USD 9.99	order	USD 9.99
Homemade Chips	1	USD 5.99	order	USD 5.99
Tax				3 %
Total				USD 26.77

Terms & Conditions

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

8. Acknowledgment Receipt Sample

An [acknowledgment receipt](#) 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.

Interim Decor

contact@interimdecor.com222 555 7777

Acknowledgement Receipt

Invoice Number: 01234

Prepared for: Eugene Rowsey

Address: 18 Bridgewater Rd. Rochester, NY 14645

Email: eugene@pokomail.com

Date: September 12, 2030

Description	Quantity	Price	Total
Custom Table	1	USD 120 unit	USD 120
Custom Chair	6	USD 75 unit	USD 450
Tax			\$ 10
Total			USD 556.20

Terms & Conditions

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

9. Store Receipt Example

Establishments have their particular designs for their receipt. Each one may be different from the other. [Jewelry stores](#) have varying components in comparison to a clinic.

Receipt

Library Services Section
State Library of North Carolina
Department of Cultural Resources
Archives/Library Building
109 E. Jones Street (4641 MAIL SERVICE CENTER)
Raleigh, North Carolina (RALEIGH NC 27699-4641)

Date: _____

Received from: _____
(Name)

(State 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.

K:\LSSAdmin\Deposit
Forms\RECEIPT.DOC

Received by _____

Receipt

Library Services Section
State Library of North Carolina
Department of Cultural Resources
Archives/Library Building
109 E. Jones Street (4641 MAIL SERVICE CENTER)
Raleigh, North Carolina (RALEIGH NC 27699-4641)

Date: _____

Received from: _____
(Name)

(State 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 [Microsoft Word](#).

Fitness Gym
info@fitnessgym.com
222 555 7777

Fitness Studio Receipt
Invoice Number: 01234
Prepared for: Matthew Johnson
Client Address: 2109 Blackstone Street, MA 01803
Email: matthewjohn24@gmail.com
Date: February 20, 2025

Description	Quantity	Price	Total
Membership Fee	1	USD 100	USD 100
Access Fee	1	USD 50	USD 50
Tax			2 %
Total			USD 154.50

Terms & Conditions

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

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.

RECEIPT

COMPANY _____

DATE _____

DETAILS OF ITEMS PURCHASED

PRODUCT	PRICE	QUANTITY	TOTAL
		SUBTOTAL	
		TAX	
		GRAND TOTAL	

METHOD OF PAYMENT (circle one & enter amount)

☐ CASH
☐ credit card
☐ cheque

AUTHORIZING SIGNATURE _____

CONTACT INFO / BUSINESS ADDRESS _____

Designed by [nctemplates.com](http://www.nctemplates.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](#).

Events 'N' More

inquiry@eventsnmore.com, 222 555 7777

Event Planner Receipt

Receipt Number: 65796

Prepared for: Mr. John Sherwood

Client Address: 09 Lincoln St., New York, 72010

Email: john@gmail.com

Date: November 15, 2023

Description	Quantity	Price	Total
F.L. Service Wedding Package	10	USD 1,200 / hrs	USD 12,000
Juicing	12	USD 190 / hrs	USD 2,280
Food and Beverages	2	USD 1,500 / hrs	USD 3,000
Music, Entertainment, and others	12	USD 800 / hrs	USD 9,600
Tax			7 %
Total			USD 43,527.60

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 [hotel receipt](#) 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.mai

222 555 7777

Hotel Receipt

Receipt Number: 01234

Prepared for: **Chloe Gracename**

Client Address: 10 Red Rd. Casper, WY 82601

Email: chloe@gmail.com

Date: November 15, 2025

Description	Quantity	Price	Total
Deluxe Room	2	USD 35	USD 70
Room Service	4	USD 10	USD 40
Tip			5.27 %
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 [receipt voucher](#) 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 Number: _____						
		Date: _____						
Received from: _____	the amount of \$ _____							
For _____								
Current Balance \$: _____		<table><tr><td><input type="checkbox"/></td><td>Cash</td></tr><tr><td><input type="checkbox"/></td><td>Cheque</td></tr><tr><td><input type="checkbox"/></td><td>Money Order</td></tr></table>	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Money Order
<input type="checkbox"/>	Cash							
<input type="checkbox"/>	Cheque							
<input type="checkbox"/>	Money Order							
Payment Amount \$: _____								
Balance Due \$: _____								
Received by: _____								

TEMPLATE 121

15. School Receipt Sample

When it comes to [school receipts](#), 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.

Breville High School
brevillehigh@mail.edu, 222.555.7777

School Receipt
Receipt Number: 33436
Prepared for: Andrew Joshua
Client Address: 3 Davis Rd. Lubbock, TX 74401
Email: andrewjoshua@gmail.com
Date: August 01, 2034

Description	Quantity	Price	Total
Student Fee	1	USD 11,000	USD 11,000
Field Fee	10	USD 120	USD 1,200
			\$ %
Total			USD 11,824.40

Terms & Conditions

- The above has been paid by the student.
- The school has received the student's full payment via check.

16. Taxi Receipt Sample

[Modern transportation](#), 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.

People Service
Inquiries@peopleservice, 222 555 7777

Taxi Receipt
Receipt Number: 08986
Prepared for: Luke Brown
Client Address: 8765 Lakeview Lane, Texas
Email: lukebrown@gmail.com
Date: March 22, 2028

Description	Quantity	Price	Total
Pickup and Drop-off	40	USD 60 / hr	USD 2400
Taxi			1 %
Total			USD 3,296

Terms & Conditions

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

17. Email Receipt Example

Email receipts are quite common in the [digital marketing](#) 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

Your Details

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

Payment Information

Merchant	:	Test Merchant
Response	:	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

[Food delivery](#) 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.

Reese Branch
Inquiries@reesebranch.com
222.555.7777

Food Delivery Receipt

Receipt Number: 01234
Prepared for: Ron Jones
Client Address: 4412 Roosevelt Street, San Francisco, CA 94114
Email: ron@gmail.com
Date: June 05, 2020

Description	Quantity	Price	Total
French bread	4	USD 24.99	USD 99.96
Sauce	6	USD 2.09	USD 12.54
Tax			3.50
Total			USD 39.04

Terms & Conditions

- The payment has been made by the customer.
- The company has received the customer's full payment.

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.

Liquidmuch
info@liquidmuch.com
222.555.7777

Deposit Receipt
Invoice Number: 01234
Prepared for: Marketta Mendes
Address: 8019 Sulphur Springs Road Mc Graw, NY 13101
Email: mmendes@ugotmail.com
Date: June 23, 2030

Description	Quantity	Price	Total
Security Deposit	1	USD 20,000 monthly	USD 20,000
Tax	1	USD 20,000 monthly	USD 20,000
Total			USD 94,760

Terms & Conditions

- The above has been paid by the tenant.
- 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 [donation receipt](#) 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
claire.foundation@gmail.com, 222 555 7777

Donation Receipt

Receipt Number: 57234
Prepared for: Edna Bloomwood
Client Address: 12 Brent Rd. Casper, WY 35471
Email: ednabloomwd@gmail.com
Date: April 23, 2027

Description	Quantity	Price	Total
SAFETY	50	USD 40	USD 2,000
SWAGGER	50	USD 15	USD 750
Sub			\$ 2,750
Total			USD 4,377.50

Terms & Conditions

- The above items have been donated 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 [hospital receipt](#). It details the procedures and the accompanying fees.

LifeCare Clinic

inquiry@gmail.com, 222.555.7777

Medical Clinic Receipt

Receipt Number: 69846

Prepared for: Carol Grimes

Client Address: 39 Blue Drive, Clarksville, VA 23927

Email: carol@gmail.com

Date: September 2, 2022

Description	Quantity	Price	Total
Refuge	1	USD 100	USD 100
Vaccination	1	USD 147	USD 147
			\$ %
Total			USD 247.20

Terms & Conditions

- The patient has been billed for the above.
- The Clinic has received payment via Credit Card.

22. Money Receipt Example

In terms of tendering goods and services, a money receipt must always be present. No matter if you are a [small business](#) or a large conglomerate. You must provide your clients with the document.

RECEIPT FOR RENT MONEY

On _____ (date), _____ (tenant name)

paid \$ _____ in:

☐ CASH

☐ CHECK NO. _____

☐ MONEY ORDER NO. _____

for rent on _____ (address). **The tenant still owes**

\$ _____ (balance due after payment).

Money Received By: _____ (Landlord signature)

_____ (print name)

23. Petty Cash Receipt Sample

A [business agency](#) 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 _____

Approved By _____

24. Service Receipt Sample

A company that renders services to its clients must provide a [service receipt](#). It gives your clients transparency and builds their trust and relationship with you, knowing that you give them a copy of the receipt.

Tisa Farless
tisa@gmail.com, 222 555 7777

Service Receipt
Invoice Number: 36874
Prepared for: Paul Vanzandt
Address: 93 Aviation Street Branchport, NY 14418
Email: paul@popomail.com
Date: December 21, 2020

Description	Quantity	Price		Total
Intodger CD	8	USD 90	Nil	USD 720
Media Shapers	2	USD 150	Nil	USD 300
Tax			3 %	
Total				USD 609.90

Terms & Conditions

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

25. Business Receipt Sample

A business receipt lists the particular services and goods offered by an establishment. Whether you are a [business consultant](#) or a coach, you must provide your clients with a receipt for clarity.

Winston Consultancy
info@winstonconsultancy.com
222 555 7777

Business Consultant Receipt
Invoice Number: 41534
Prepared for: David Peterson
Client Address: 74 Ring Ln, Philadelphia, PA 06902
Email: davidpeterson@gmail.com
Date: February 22, 2025

Description	Quantity	Price	Total
Business Promotion Strategy	2	USD 110	USD 220
Market Research	1	USD 78.70	USD 78.70
Tax			0%
Total			USD 298.70

Terms & Conditions

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

26. Spa Receipt Sample

[Spa businesses](#) 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.

Rittenhouse Salon and Spa

info@rittanhouse.com, 222.555.7777

Spa Receipt

Receipt Number: 08037

Prepared for: Emma Watson

Client Address: 92 Central Park St., Houston, Texas, TX 84248

Email: emma@zmail.com

Date: November 23, 2028

Description	Quantity	Price	Total
100. Mercedes (2024 m)	4	USD 850	340000
100. Gloriosa Marriage (50 m)	3	USD 1,550	46500
Tax	1	USD 40	4000
Sub			69 USD
Total			USD 6,434.41

Terms & Conditions

- The above has been paid by the customer with a credit card.
- A tip of \$40 has been added to the total bill amount, as per our spa's automated terms and conditions.

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.

Greeddart Delivery
contact@greeddartdelivery.com, 222 555 7777

Order Receipt
Receipt Number: 46579
Prepared for: Scarlet Menish
Address: 189 Tamara Drive Van Etten, NY 14889
Email: scarletmcg@gmail.com
Date: February 12, 2020

Description	Quantity	Price	Total
40000 PRODUCE	1	USD 1400 units	USD 1400
230000	2	USD 499 units	USD 998
Tax			3.54
Total			USD 2,469.94

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 [rent receipt](#) 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.

Homesphere Rentals

homesrentals@gmail.com

222.555.7777

Rent Receipt

Receipt Number: 01234

Prepared for: Loula Williams

Client Address: 10 Red Rd. Casper, WY 82601

Email: loulawilliams@gmail.com

Date: September 20, 2025

Description	Quantity	Price	Total
Security Deposit	2	USD 900 / month	USD 2,400
Key	1	USD 900 / month	USD 900
Tax			\$ 5
Total			USD 3,360

Terms & Conditions

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

29. Vehicle Receipt Sample

A [car dealership](#) 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@gmail.com, 222 555 7777

Vehicle Sale Receipt
Receipt Number: 41524
Prepared for: John Wright
Client Address: 5 Mint Rd., Middleton, MI 42701
Email: johnwright@gmail.com
Date: March 15, 2027

Description	Quantity	Price	Total
Ford F-150	1	USD 28,000	USD 28,000
Tax & License	2	USD 95	USD 190
Tax			\$ 190
Total			USD 29,190.00

Terms & Conditions

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

Clothing stores 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.

THANK YOU FOR YOUR BUSINESS!

31. Sales Receipt Sample

Contrary to services receipt, the [sales receipt](#) 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.

Urban Trends Glasses and Frames
urbantrends@gmail.com
222.555.7777

Sales Receipt
Receipt Number: 01234
Prepared for: **Austen Newman**
Client Address: 10 Red Rd. Casper, WY 82601
Email: **austennewman@gmail.com**
Date: September 20, 2025

Description	Quantity	Price	Total
Black Cat Eye Frames	1	USD 90	USD 90
Black Aviator Sunglasses	1	USD 90	USD 90
Tax			2 %
Total			USD 173.40

Terms & Conditions

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

32. Company Receipt Sample

With a variety of small and [large companies](#) emerging at present, make yours a unique company receipt. Incorporate designs and use your company logo on the official receipt you issue your clients.

Lifeline Corporation
Inquire@lifelinecorporation.com, 222 555 7777

Company Receipt
Receipt Number: 08765
Prepared for: Luke Brown
Client Address: 2345 Lakeview Lane, Texas
Email: lukebrown@gmail.com
Date: March 22, 2028

Description	Quantity	Price	Unit	Total
Consulting	1	USD 200	Unit	USD 200
Travel Expenses	4	USD 150	Unit	USD 600
Tax				5%
Total				USD 840

Terms & Conditions

- The above has been delivered to the customer.
- This receipt is prepared for clients' acknowledgment of their payment.

33. Medical Receipt Sample

Patients demand [medical institutions](#) 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

lifelinemedicals@gmail.com

222 555 7777

Medical Receipt

Receipt Number: 01234

Prepared for: Jimmy Jones

Client Address: 10 Red Rd. Casper, WY 82601

Email: jimmy@gmail.com

Date: September 20, 2025

Description	Quantity	Price	Total
Tylenol	2	USD 11.99 bottle	USD 23.98
Valium 5mg	10	USD 0.99 tablet	USD 9.90
Tax:			2.72 %
Total			USD 59.60

Terms & Conditions

The above has been billed & delivered to the customer.

The company has received the customer's full payment.

34. Register Receipt Example

There are still cash register receipts present in establishments like shopping malls, [retail stores](#), and marketplaces. These list the items bought by a person within a shop, the unit prices, and the total paid amount.

[illegible][illegible]

35. Reimbursement Receipt Example

A reimbursement receipt shows a [manufacturing company](#) 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.

Gen. Form No. 2		Revised January 1992	
REIMBURSEMENT EXPENSE RECEIPT			
Date	No.		
RECEIVED from _____ (Name)			
_____ the amount of (Official Designation)			
_____ (P. _____) (In Words) (In Figures)			
In payment for _____ (Payment for substance, service, _____			
_____ (Name or transportation should show inclusive date, _____ (purpose, distance, inclusive points of travel, etc.)			
PAYEE			
Name/Signature _____			
Address _____			
Residence Cert. No. _____			
Date of issue _____			
Place of issue _____			
WITNESS			
Name/Signature _____			
Address _____			
Residence Cert. No. _____			
Date of issue _____			
Place of issue _____			

Gen. Form No. 2		Revised January 1992	
REIMBURSEMENT EXPENSE RECEIPT			
Date	No.		
RECEIVED from _____ (Name)			
_____ the amount of (Official Designation)			
_____ (P. _____) (In Words) (In Figures)			
In payment for _____ (Payment for substance, service, _____			
_____ (Name or transportation should show inclusive date, _____ (purpose, distance, inclusive points of travel, etc.)			
PAYEE			
Name/Signature _____			
Address _____			
Residence Cert. No. _____			
Date of issue _____			
Place of issue _____			
WITNESS			
Name/Signature _____			
Address _____			
Residence Cert. No. _____			
Date of issue _____			
Place of issue _____			

36. Tax Receipt Example

Filling a tax receipt must be by state laws as it can have [legal implications](#). Ensure the company's details like company name, contact information, and address are present.

Sales Receipt Template

[Company Name]

[Street Address], [City, ST ZIP Code]
 [Phone: 555-555-5555] [Fax: 123-123-123456]
 [abc@example.com]

Tax Receipt

Sold BY:			Date	
Name:				
Address				
Cash	Charge	C.O.D	ON.ACC T	Estimate

QTY.	Details	Price	Amount

Thank You for Your Business!

An [ice cream parlor](#) receives its stocks from warehouses and factories. Upon payment, they receive an ice cream receipt that helps them with documentation and record-keeping.

info@sweetruth.com, 222 555 7777

Receipt Number: 37951
Prepared for: Joanna Green
Client Address: 10 Floyd Street, Houston, Texas, TX 74204
Email: joannsg@gmail.com
Date: July 19, 2026

[Terms & Conditions](#)

- The stove has been billed & 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 [restaurant purchases](#), 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.

Fairland Sports
fairlandsports@gmail.com, 222 555 7777

Purchase Receipt
Receipt Number: 52234
Prepared for: **Helena Jones**
Client Address: 11 Red Dr. Los Angeles, CA 32623
Email: helenaj@gmail.com
Date: September 23, 2027

Terms & Conditions

- The above items have been billed & delivered to the customer.
- Any refunds or exchange can be done within 5 days from the receipt date.

39. Daycare Receipt Sample

A [daycare receipt](#) 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.

Plel

contact@plel.com, 222 555 7777

Daycare Receipt

Invoice Number: 47824

Prepared for: Alfredo Knouse

Address: 189 Terrace Drive Van Etten, NY 14889

Email: alfreda@plel.com

Date: November 3, 2030

Description	Quantity	Price	Total
Monthly Fee	23	USD 75 days	USD 1,725
Payee Name	23	USD 75 days	USD 1,725
Tax			USD 1,725
Total			USD 4,506.60

Terms & Conditions

- 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
inquire@shadetronicscoo.in, 222 555 7777

Basic Construction Receipt
Receipt Number: 25685
Prepared for: Joe A Eastman
Address: 4778 Baker Avenue, Dallas, TX 75207
Email: joe@email.com
Date: December 01, 2029

Description	Quantity	Price		Total
Excavator	5,000	USD 5	005	USD 5,000
TLX Tires	12	USD 200	lega	USD 2,400
Tax				3%
Total				USD 33,372

Terms & Conditions

- 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 [construction receipt](#) 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.

Shadetree Construction Enterprise
Inquiry@shadetreeco.in, 222 555 7777

Blank Construction Receipt

Receipt Number: 35796
Prepared for: Era P Goodman
Address: 4778 Baker Avenue, Dallas, TX 75207
Email: erap@gmail.com
Date: December 01, 2029

Description	Quantity	Price	Total
	0	0	0
	0	0	0
	0	0	0
Total			USD 0

Terms & Conditions

- The items mentioned above have been delivered to the given address.
- This receipt confirms receiving full payment from the customer.

42. Delivery Receipt Sample

A [delivery receipt](#) 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.

Sage Transit

Inquiries@sagetransit.com

222 555 7777

Materials Delivery Receipt

Receipt Number: 01234

Billed to: Sam Riley

Address: 10 Cherry Ave. New York, NY 10001

Email: sam@gmail.com

Date: April 15, 2025

Description	Quantity	Price		Total
Chair	5	USD 30	chairs	USD 150
Wood	10	USD 25	30%	USD 250
Tax				\$ %
Total				USD 367.50

Terms & Conditions

- The above were successfully paid for & delivered to the person billed.
- This receipt is valid for 2 weeks subsequent to the date stated above.

43. Freelancer Receipt Sample

A freelancer uses a [freelancer receipt](#) 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@gmail.com
Date: May 5, 2024

Description	Quantity	Price	Total
Content Writing	25	USD 25	USD 625
Transcribing	10	USD 15	USD 150
VAT			\$ 5
Total			USD 1,014.55

Terms & Conditions

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

44. Message 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.

O2 Massage and Spa

Inquiry@o2spa.com, 222 555 7777

Message Receipt

Receipt Number: 36954

Prepared for: Emily Cullen

Client Address: 3 Park Avenue St., Tulsa, Oklahoma, OK 49438

Email: emilyg2mail.com

Date: September 20, 2025

Description	Quantity	Price	Total
High-Speed USB Mouse (99.99%)	2	USD 100	USD 200
Wireless Keyboard (99.99%)	4	USD 120	USD 480
Desk Set (Ergonomic) (99.99%)	2	USD 150	USD 300
Office Chair (99.99%)	1	USD 180	USD 180
Tax			1.5%
Discount (5%)			5%
Total			USD 2,018.90

Terms & Conditions

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

45. IT & Software Receipt Sample

An [IT and software receipt](#) 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
inquire@alltechsoftware.com
222 555 7777

IT Software Receipt
Invoice Number: 01234
Prepared for: Armor Business Solutions
Address: 3182 Sunrise Road, Las Vegas, NV 89109
Email: support@armorbsolutions.com
Date: March 12, 2020

Description	Quantity	Price	Total
Computer/Soft	2	USD 945	USD 1,792
AC/STU 4x600	1	USD 125	USD 125
26,000.01 (%)		\$	%
Total			USD 1,886.70

Terms & Conditions

- The above will be delivered upon payment via cash, 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.

Mathew Real Estate
inquiry@mathewrealestate.com, 222 555 7777

Real Estate Receipt
Receipt Number: 58653
Prepared for: **Lisa Bright**
Client Address: 2619 Waterview Ln. Tucson, AZ 85701
Email: lisa@gmail.com
Date: September 12, 2022

Description	Quantity	Price	Total
Deed & Mortgage	1	USD 900,000	USD 900,000
STATE Fee	1	USD 400,000	USD 400,000
			\$ 1,300,000
Total			USD 927,000

Terms & Conditions

- 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 [vendor receipt](#) 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@lifelinecorporation.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

Description	Quantity	Price	Total
Wicker Set	2	USD 2,000	USD 4,000
Dining Table Set	2	USD 2,700	USD 7,200
			8%
Total			USD 11,845

Terms & Conditions

- The above amount has been paid by the customer.
- This receipt is prepared for acknowledging the customers' 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 [personal trainer](#) uses a personal receipt with his name as the person providing the services.

Trainer Ready
Inquire@traineready.com
222 555 7777

Personal Trainer Receipt
Receipt Number: 05765
Prepared for: Ron Robert
Client Address: 7654 Lakeview Lane, Texas
Email: ron@gmail.com
Date: March 22, 2024

Description	Quantity	Price	Total
Personal training	1	USD 206	USD 206
Tax			3%
Total			USD 206

Terms & Conditions

- The above has been billed.
- The trainer has received the customer's full payment.

49. Bill Receipt Sample

In terms of sending your clients a copy of the billing, a [bill receipt](#) comes in handy. It details bill payments of an individual with their corresponding amounts.

Rainbow Healthy Care

info@rainbow.com, 222 555 7777

Bill Receipt

Receipt Number: 34587

Prepared for: Juliet Presser

Client Address: 10 Red Rd, Casper, WY 82501

Email: juliet@gmail.com

Date: September 20, 2025

Description	Quantity	Price	Total
Medication Consult	1	USD 700 per visit	USD 700
4 Day Knee X-ray	2	USD 190 unit	USD 380
Arthroscopic knee	1	USD 3,968 unit	USD 3,968
Tax			11.80%
Total			USD 5,749.80

Terms & Conditions

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

50. Contractor Receipt Sample

Contractors handle various clients with different requests, so keeping a blank [contractor receipt](#) comes in useful. Make use of the receipt to detail the services, materials, or items your clients tendered.

Lifeline Corporation
Inquire@lifelinecorporation.com, 222 555 7777

Contractor Receipt
Receipt Number: 09876
Prepared for: Peter Lee
Client Address: 8765 Bridge Street, Michigan
Email: peterlee@gmail.com
Date: March 20, 2028

Description	quantity	Price	Total
Consulting	1	USD500	USD500
Design	3	USD300	USD900
Tax			\$ 58
Total			USD 1,484

Terms & Conditions

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

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.