**Example Trading Company**

**Sales Receipt # 257**

AbcStreet Address, City, State Zip  
**Phone:** 111-222-3333 **Fax:** 123-123-123456  
[abc@example.com](mailto:abc@example.com) | <http://www.example.com>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sold BY:** | | Sales Rep ID | | **Date:** | | 15-Feb-2015 | |
| **Name:** | | Sales Rep Name | | **Time:** | | 8:45 am | |
| **Address:** | | ABC Street # 555 | | **Product Name:** | | Hand Wash Chem. | |
|  | | City, State, xxxx | |  | |  | |
| **Cash** | | **Charge** | **C.O.D** | **ON.ACCT** | | **Estimate** | |
|  | | | | | | | |
| **QTY.** | **Item’s Detail** | | | | **Unit Price** | | **Total** |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | | **Sub Total:** | |  |
|  |  | | | | **Tax:** | |  |
|  |  | | | | **Shipping:** | |  |
|  |  | | | | **Grand Total:** | |  |
|  | | | | | | | |
| **Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

***Thank You for Your Business!!!***

All Returns and Exchanges MUST be accompanied by with this bill