

# SAMPLE BUSINESS RECEIPT

Company Name: **BestCompany LLC.**  
Street Address: **123 Corporate Rd.**  
City, State, Zip: **New York, NY 10001**  
Phone: **(718) 230-2381**  
Fax: **(718) 230-2000**  
Email: **info@bestcompany.co**

Date: **1/6/2022**

Receipt #: **24897902834**

QTY	Description	Unit Price	Total
1	Annual Report	\$20,000	\$20,000
1	Profit & Loss Analysis Report	\$20,000	\$20,000

Subtotal: **\$40,000**

Tax Rate: **4.5%**

Tax: **\$1,800**

Total Amount Due: **\$41,800**

Amount Paid: **\$41,800**

## Customer/Client Information

Name: **Jessica Doe**  
Street Address: **555 Client St.**  
City, State, Zip: **New York, NY 10001**  
Phone: **(718) 123-4567**  
Email: [jdoe@jdoe.com](mailto:jdoe@jdoe.com)

Payment Method:  
 Credit Card (No. \_\_\_\_\_)  
 Cash  
 Check (No. \_\_\_\_\_)  
 Other: \_\_\_\_\_

Authorized Signature 

Title: **Client Relations Supervisor**

