

# SAMPLE SMALL BUSINESS RECEIPT

Company Name: Turtle Skates  
Street Address: 500 Main St.  
City, State, Zip: Los Angeles, CA 90021  
Phone: (213) 123-4567  
Fax: (213) 123-4500  
Email: [info@turtleskates.com](mailto:info@turtleskates.com)

Date: 1/11/22

Receipt #: 32910011

QTY	Description	Unit Price	Total
3	Sure-Grip Premium Women's Roller Skates	\$69.99	\$209.97
3	Adult Helmet	\$29.99	\$89.97
3	Knee Pads	\$25.99	\$77.97

Subtotal: \$377.91

Tax Rate: 7.25%

Tax: \$27.40

Total Amount Due: \$405.31

Amount Paid: \$405.31

## Customer/Client Information

Name: Betsy Doe  
Street Address: 123 Roller Way  
City, State, Zip: Los Angeles, CA 90021  
Phone: (213) 231-2918  
Email: [betsy.doe@gmail.com](mailto:betsy.doe@gmail.com)

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

Authorized Signature   
Title: Customer Service Representative

