ABOUT THIS TEMPLATE

Thank you for downloading this free sales receipt template from Spark Invoice Maker.

Use this template to create a simple Sales Receipt.

Fill in Company Name, Payment Method, Check number, and Sold To details.

Enter details in table and Total is auto calculated for you.

Note:

Additional instructions have been provided in column A in SALES RECEIPT worksheet. This text has been intentionally hidden. To remove text, select column A, then select DELETE.

To learn more about tables, press SHIFT and then F10 within a table, select the TABLE option, and then select ALTERNATIVE TEXT.

SPARK
Easy Invoice Maker

Sales

Your Company Name
Your Company Slogan Here

Sold to: Name
Company Name
Street Address
City, ST ZIP Code
Phone

Payment Method	Check No.	

Qty	Item #	Description	Unit Price

Total Discount

Receipt

Date: October 25, 2020
Receipt #: No

Job

Discount	Line Total

Subtotal	
Sales Tax	

Total

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