

Official Business Receipt

Business Name: [Name of the Business]

[Business Logo]

Business Registration No.: [Registration Number]

Address: [Full Address]

Contact No.: [Phone Number]

Email: [Business Email]

Tax Identification No. (TIN): [TIN]

Receipt No.: [Unique Receipt Number]

Date Issued: [Date]

Time Issued: [Time]

Customer Information:

Name: [Customer Name]

Contact No.: [Customer Contact Number]

Address: [Customer Address]

Transaction Details:

Description of Goods/Services	Quantity	Unit Price	Amount
[Item/Service Description]	[Quantity]	[Price]	[Amount]
[Item/Service Description]	[Quantity]	[Price]	[Amount]

Subtotal: \$[Subtotal]

Tax (if applicable): \$[Tax Amount]

Discount (if applicable): \$[Discount Amount]

Total Amount Due: \$[Total Amount]

Mode of Payment: [Cash/Credit/Debit/Online Transfer]

Reference No. (if applicable): [Payment Reference ID]

Authorized Signature:

[Name of Authorized Representative]