## **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]