

# 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]