

# Official Company Receipt

**Company Name:** [Name of the Company]

[Company Logo]

**Registration No.:** [Registration Number]

**Address:** [Company Address]

**Contact Info:** [Phone and Email]

**Tax Identification No.:** [TIN]

**Receipt No.:** [Unique Receipt Number]

**Issue Date:** [Date]

**Client Details:**

**Name:** [Client Name]

**Company (if applicable):** [Client's Company Name]

**Contact No.:** [Client Contact Number]

**Address:** [Client Address]

**Transaction Details:**

Product/Service	Qty	Unit Price	Total
[Product/Service Description]	[Qty]	[Unit Price]	[Total]

**Subtotal:** \$[Subtotal Amount]

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

**Total Amount Paid:** \$[Total Amount]

**Payment Method:** [Bank Transfer/Credit Card/Cash]

**Reference ID (if any):** [Transaction Reference ID]

**Authorized Signatory:**

[Name and Designation]