

# PAYMENT RECEIPT

\_\_\_\_\_  
 [Seller Name]  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Date: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Account No.: \_\_\_\_\_  
 Purchase Order No.: \_\_\_\_\_

**Billing Address**

**Delivery Address**

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_  
 Shipping Date: \_\_\_\_\_

Description	Quantity	Unit Price	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax** @ \_\_\_\_\_ % \$ \_\_\_\_\_  
**Shipping** \$ \_\_\_\_\_  
**Other:** \_\_\_\_\_ \$ \_\_\_\_\_  
**(Discount)** (\$ \_\_\_\_\_)  


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**Total Amount** \$ \_\_\_\_\_

The Seller confirms that the Purchaser has paid the Total Amount on \_\_\_\_\_ [payment date] with the payment method of: (Check one)

- Cash
- Personal check
- Cashier's check
- Money order
- Credit or debit card
- PayPal
- Other: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_