

RECEIPT

Goods Delivery & Payment

Receipt No: _____

Date: _____

SUPPLIER / SELLER

Name:

Address:

Phone:

CUSTOMER / BUYER

Name:

Address:

Phone:

NO.	DESCRIPTION OF GOODS	QTY	UNIT PRICE	TOTAL AMOUNT

Payment Method

☐

Cash

☐

Cheque

☐

Bank Transfer

☐

Card

Transaction Ref:

Subtotal: _____

Tax: _____

Shipping/Other: _____

Total Paid: _____

DELIVERED BY (SIGNATURE)

Date:

RECEIVED BY (SIGNATURE)

Date: