GOODS RECEIPT

RECEIPT NO.	
DATE	
P.O. NO.	
SOLD BY	

BILL TO

SHIP TO

ITEM / SKU	DESCRIPTION	QTY	UNIT PRICE	TOTAL

PAYMENT INFORMATION

METHOD

TRANSACTION ID

CHECK NO.

NOTES

SUBTOTAL	
DISCOUNT	
TAX RATE	
TOTAL TAX	
SHIPPING/HANDLING	
TOTAL PAID	

TERMS & CONDITIONS / REMARKS

RECEIVED BY (CUSTOMER)

AUTHORIZED SIGNATURE (SELLER)