Phone: _____

Tax ID / EIN: _____

# TRANSACTION RECEIPT

Receipt No: _____

Date: _____

| Customer PO No. | Sales Order No. | Payment Terms | Payment Method | Ship Via |
|---|---|---|---|---|
| | | | | |

**BUYER INFORMATION**

**Company:**

**Contact Name:**

**Address:**

**Phone / Email:**

**Resale Cert No:**

**SHIPPING INFORMATION**

**Ship To:**

**Contact:**

**Address:**

**Delivery Notes:**

| ITEM / SKU | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|---|---|---|---|---|
| | | | | |
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| | |
|---|---|
| **Subtotal** | |
| **Bulk Discount** | |
| **Tax / VAT** | |

| | |
|---|---|
| **Shipping & Handling** | |
| **Grand Total** | |
| **Amount Paid** | |
| **Balance Due** | |

AUTHORIZED DISTRIBUTOR SIGNATURE

RECEIVED BY (BUYER SIGNATURE)