RECEIPT

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Receipt number: R-0001
Receipt date: 10/27/2026
Payment method: [Visa ending 1234]

ITEM	UNIT PRICE	QUANTITY	TAX RATE	AMOUNT
Service call and repair [date]	$180.00	1	7%	**$180.00**
Replacement part [Part name]	$64.00	1	7%	**$64.00**
Labor Hours	$90.00	1.5	—	**$135.00**

NOTES/MEMO

Paid in full by [card / cash / bank transfer] on [date]. Thank you for your business!

Subtotal: $379.00
Tax: $17.08
Total: $396.08
Amount paid: -$396.08
Balance due: **$0.00**