|  |  |  |  |
| --- | --- | --- | --- |
| Business Logo Here |  |  |  |
| **Your Trading Name Here** |  | **RECEIPT** |
| Your Street Address Here |  | Receipt Number:  |
| Your City Here |  |  |
| Your Postcode Here |  | Receipt Date: |
| Proprietor /Partners: |  | Your Phone # Here |  |  |
| Your Fax # Here |  | VAT Number:  |
| Your Email address Here |  |  |

|  |
| --- |
| **Customer Address:** |
| Name: |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| **Work Commenced Date:** |  |
| **Work Completed Date:** |  |

Job details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qty** | **Work Description** | **VAT Rate** | **Unit Price** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Subtotal: |  |
|  |  |  | VAT @ 20%:  |  |
|  |  |  | **Total paid:** |  |

Thank you for your business

**Additional Information:** Events, Conditions of Sale, Warranty/guarantee Information or other policies can be mentioned here.