	Receipt No.: 1001

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	

Date:	Received by:

	Receipt No.: 1002

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	

Date:	Received by:

	Receipt No.: 1003

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click **Insert**, click **Quick Parts**, and then click **Receipt slips (3 per page)** in the Quick Parts drop down menu.

	TAX	
	TOTAL	
Date:	Received by:	

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click **Insert**, click **Quick Parts**, and then click **Receipt slips (3 per page)** in the Quick Parts drop down menu.

	Receipt No.: 1004

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	

Date:	Received by:

	Receipt No.: 1005

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	
	TAX	
	TOTAL	

Date:	Received by:

	Receipt No.: 1006

Paid by:	Paid to:

Description		Amount
	SUBTOTAL	
	DISCOUNT(S)	

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click **Insert**, click **Quick Parts**, and then click **Receipt slips (3 per page)** in the Quick Parts drop down menu.

	Tax		
	Total		
Date:	Received by:		

To insert a new page of numbered receipts, place your cursor below the last receipt on the page. Click **Insert**, click **Quick Parts**, and then click **Receipt slips (3 per page)** in the Quick Parts drop down menu.