

<b>RECEIPT</b>		No.: 1
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		TAX
		TOTAL
Date:	Received by:	

<b>RECEIPT</b>		No.: 2
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		TAX
		TOTAL
Date:	Received by:	

<b>RECEIPT</b>		No.: 3
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		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.

<b>RECEIPT</b>		No.: 4
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		TAX
		TOTAL
Date:	Received by:	

<b>RECEIPT</b>		No.: 5
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		TAX
		TOTAL
Date:	Received by:	

<b>RECEIPT</b>		No.: 6
Paid by:		Paid to:
<b>DESCRIPTION</b>		<b>AMOUNT</b>
		SUBTOTAL
		DISCOUNT(S)
		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.