

# Basic Receipt

**Company Name**

**Phone:**

**Email:**

**Web:**

**Address:**

Reference	
Date	

☐ Quote    ☐ Tax Invoice    ☐ Receipt

Customer	
Address	
Phone	
Email	

Qty	Description	Price	Total

Subtotal Exc GST	\$
GST	\$
Total Inc GST	\$

Paying your invoice		Receipt	
Bank	Your Bank	Payment	\$
Name	Your Company	Date	
BSB / ACC	5555/5555 5555	Method	
Remittance	accounts@yourcompany.com.au	Signed	