



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

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

RECEIPT		No.: 3
Paid by:		Paid to:
DESCRIPTION		AMOUNT
		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.



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

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

RECEIPT		No.: 6	
Paid by:		Paid to:	
DESCRIPTION		AMOUNT	
		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.