ITEMIZED RECEIPT TEMPLATE

Fill in each purchase line, then print or save a copy for your records.

DATE

MERCHANT / SELLER

ITEMIZED PURCHASES

ITEM / DESCRIPTION	UNIT PRICE	QTY	SUBTOTAL	TAX

ITEM SUBTOTAL

TOTAL TAX

RECEIPT TOTAL

NOTES / REFERENCE (OPTIONAL)

Keep the original receipt when available. This template records the details you enter; it is not proof of payment.