

		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.