RECEIPT

SalesPal · salespal.online

Blank template — replace the grey text. Turn over for a filled example.

FROM (YOUR BUSINESS)

Your business name
Your address
Your phone number

RECEIPT NO.	DATE	PAYMENT METHOD
RCP-001	12/11/2026	Bank transfer

RECEIVED FROM

Customer name
Customer address
Customer phone

Description	Qty	Unit price (₦)	Amount (₦)
Cotton fabric (6 yards)	2	₦18,000.00	₦36,000.00
Lace material	1	₦22,000.00	₦22,000.00

Subtotal	₦_____
VAT (7.5%)	₦_____
TOTAL	₦_____

PAYMENT

How they paid (cash / transfer / POS)
Received by: name and signature

NOTES

Add any note — part payment with balance outstanding, balance due date, or a thank-you line.

₦ Naira amounts · VAT at 7.5% where you are required to charge it · keep a copy for your records · template by SalesPal (salespal.online)