

		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)	
		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)	
		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.