

How to Fill Out A Receipt

1. When completing form please **use a pen** and **press as firmly** as possible to ensure writing goes through each copy.
2. Make sure the **divider is under the pink sheet** and above the next white receipt.
3. Skip date.
4. Skip customer order no.
5. **Print customer first and last name** in the name box at top of receipt and **their customer number** (red dot on their handout).
6. Skip address boxes.
7. Print **number of each item sold** in the quantity (quan) box, **description of the item**, the **price per item** in PRICE box, and in the **amount box multiply the number of items by price**. (See the example.)
8. In **Received by box put your first name**.
9. You **KEEP the white copy** of the receipt. **Give a volunteer the yellow & pink copies of the receipt with the purchased item**. The volunteer will take it to the cashier for the customer to finalize payment.

123456

CUSTOMER'S ORDER NO. 23		DATE				
NAME Zoe Johnston						
ADDRESS (Customer Name and Number)						
CITY, STATE, ZIP						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QUAN.	DESCRIPTION		PRICE	AMOUNT		
1	1	Painting	\$5	\$5		
2	2	Note Cards	\$5	\$10		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12	(Artist First Name)					
RECEIVED BY Peggy						

4705 KEEP THIS SLIP FOR REFERENCE