# Tax Receipt

## <Insert Club Letter Head>

<Insert Club Name>

<Insert Club Address>

|  |  |  |  |
| --- | --- | --- | --- |
| Bill To | <Insert Name><Insert Address>  | Invoice no | <Insert no>  |
|  |  | **Date Issued** | <Insert date>  |
|  |  | **Receipt no** | <Insert no> |
|  |  | **Date Paid** | <Insert date>  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Amount** |
| <Insert Item 1> |  |  |  |
| <Insert Item 2>  |  |  |  |
|  |  | **Subtotal** |  |
|  |  | **GST** |  |
|  |  | **Total Balance Due** |  |
|  |  | **Total Balance Paid** |  |
|  |  | **Balance** |  |

<Insert notes here>