|  |  |  |
| --- | --- | --- |
| **Company Name:** |  | **LOGO** |
| Address :  |   |
|   |
| Phone No.:  |   |
| Email ID: |   |
| Postal:  |   |
| Country/State: |   |
|   |
| **Receipt**  |
|   |
| **Bill To:** |   | **Ship To:** |
| Name: | Name: |
| Address: | Address: |
|   |   |
| Contact No.: | Contact No.: |
| Postal Code.: | Postal Code.: |
| City: | City: |
|   |
| **#** | **Description** | **Quantity**  | **Unit** | **Rate** | **Discount** | **GST** | **Amount** |
| 1 | Labour 1 | 2 | Hours | 200.00 | 200 | 5% | 210 |
| 2 | Labour 2 | 3 | Hours | 250.00 | 100 | 18% | 767 |
| 3 | Labour 3 | 1 | Hours | 340.00 | 300 | 5% | 42 |
| 4 | Task 1 | 2 | Hours | 300.00 | 400 | 5% | 210 |
| 5 | Task 2 | 1 | Hours | 300.00 | 100 | 5% | 210 |
| 6 | Task 3 | 4 | Hours | 400.00 | 100 | 5% | 1575 |
| 7 | Task 4 | 2 | Hours | 200.00 | 50 | 5% | 367.5 |
|   |   |   |   |   |   |   |   |
| **Total** | **15** |  |  | **1250** | **241.50** | **3382** |
|   |
| **Amount in words:** |  | **Sub Total:** | **4390.00** |
| **Discount:** | **1250.00** |
| SGST |   |   | 120.75 |
| CGST | 120.75 |
|   | Other Charges: | 1000 |
| Terms & Conditions | **Total** | **3381.50** |
|   |
| Received | 3500 |
| Balance | -118.50 |
| Company seal and Sign |
|  |
|  |
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