

Understanding What's On a Receipt

Not all receipts have the same information, but a good receipt includes a number of key elements. Look closely at the sample receipt below. (This receipt is an example for illustrative purposes only.)

	Dave's Discount Palace			
	Richmond,	372 Discount Lane Richmond, Virginia 23220 804-555-5279		
	Februar	y 17, 2010		
	2 pencil packs	\$1.59	\$3.18	
	1 notebook paper	\$1.79	\$1.79	
	1 binder	\$2.29	\$2.29	
	Subtotal		\$7.26	
	Tax (5%)		\$.36	
\checkmark	Total		\$7.62	
1				
	Paid by:		Cash	
$ \wedge$	Return Policy: All return 30 days with receipt an		•	
	Thai We appreciate	nk you!		

bankit.com

Sample #2-BU-T Permission to photocopy this handout granted for individual and educational use only. From Bank It. Copyright © 2010 by Capital One and Search Institute. For more information, visit www.bankit.com. Capital One® and Search Institute® are federally registered service marks. Bank ItsM service mark is pending. All rights reserved.

