Guest copy

RECEIPT

Dine-in, takeout or delivery

Phone

Sales tax ID

Check no.	Date and time	Table and guests	Server

Items

Item	Qty	Price	Amount
Food and beverage			

Check

Food and beverage	
Discount	
Subtotal	
Sales tax at __%	
Gratuity __% (if added)	
Total	
Additional tip (optional)	
Amount paid	

Paid by	Auth code	Cashier

CARD RECEIPT

Merchant copy, sign and return

Check no.	Date and time	Table and guests	Card

Amount

Subtotal	
Sales tax	
Check total	
Tip	
Total charged	

Tip guide (on the subtotal before tax)

Subtotal before tax	
18%	
20%	
22%	

I agree to pay the above total amount according to my card issuer agreement.

Guest signature