



Receipts

From _____ To _____

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For

#	Date	Item	Amount
Notes			
		SUBTOTAL	
		TOTAL	

Notes



- INSTRUCTIONS**
1. Print out on letter-size or A4 paper, telling Acrobat NOT to scale. Some cut-off is normal.
 2. Cut out sections marked by scissors, slightly inside the lines.
 3. Fold envelope along dashed lines.
 4. Glue insides of fold-over tabs with dry glue stick (all except top) and adhere. Flatten and smooth.
 5. Use the "+" marker as an indication of where to line up the centre hole. Using your punch, create holes as usual.
 6. Practice.