**[](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Car+Rental+Receipt+doc+11304&lpa=Car+Rental+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w) CAR RENTAL RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR LOGO** | |  |  |  | CAR RENTAL RECEIPT | | | |
|  |  |  |  |  | **START DATE** | **END DATE** | **INVOICE DATE** | **INVOICE NO.** |
|  |  |  |  |  |  |  |  |  |
| RENTAL COMPANY | |  |  |  |  |  |  |  |
| COMPANY NAME |  |  | INVENTORY ID | CAR MAKE | MILES | DURATION (HRS) | RENT PER HOUR | TOTAL |
| LEASED BY NAME |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |
| TELEPHONE |  |  |  |  |  |  |  |  |
| EMAIL |  |  |  |  |  |  |  |  |
| RENTER / LESSEE | |  |  |  |  |  |  |  |
| FULL NAME |  |  |  |  |  |  |  |  |
| DRIVER'S LIC. NO. |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |
| TELEPHONE |  |  |  |  |  |  |  |  |
| COMPANY NAME |  |  |  |  |  |  |  |  |
| VEHICLE INFO |  |  |  |  |  | **TOTAL HOURS** |  | **SUBTOTAL** |
| VIN |  |  |  |  |  |  |  |  |
| MAKE |  |  | Remarks / Instructions: |  |  |  | **INSURANCE** |  |
| MODEL |  |  |  |  |  |  | **OTHER** |  |
| COLOR |  |  |  |  |  |  | **TOTAL** |  |
| YEAR |  |  |  |  |  | enter initial payment amount | **LESS PAYMENT** |  |
| FUEL STATUS |  |  |  |  |  |  | **TOTAL DUE** |  |
|  |  |  |  |  |  |  |  |  |
| OWNER NAME |  |  | OWNER |  |  |  |  |  |
| (PRINT) |  |  | (SIGNATURE) |  | DATE |  |  |  |
|  |  |  |  |  |  |  |  |  |
| CUSTOMER NAME |  |  | CUSTOMER |  |  |  |  |  |
| (PRINT) |  |  | (SIGNATURE) |  | DATE |  |  | THANK YOU |

|  |
| --- |
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