

WEX RECEIPT EXAMPLES

Receipts should include

Invoices – Services:

- ❖ Date
- ❖ Vendor name and location
- ❖ Indicate CAP is the customer
- ❖ Identify the vehicle
- ❖ Details of service performed, part purchased
- ❖ Clear and detailed expense breakdown and total
- ❖ Will likely be accompanied by the credit card machine receipt

Cash Register Receipts – Supplies:

- ❖ Date
- ❖ Vendor name and location
- ❖ Price for each item and total
- ❖ Clearly itemized, i.e. "Wiper Blades - \$9.95"

Unacceptable Receipt

No. Nov. 18

CUSTOMER ORDER NO. _____ DEPARTMENT _____

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

SOLD BY _____ CASH _____ C.O.D. _____ CHARGE _____ ON ACCT _____ MOBSERED. _____ PAID OUT _____ WHEN SHIP _____

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1 Rod Shaver	5	5
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

RECEIVED BY _____ TAX _____

TOTAL _____

ORIGINAL

Acceptable Receipt

Acceptable Receipt - Invoice

EXPRESS OIL CHANGE & SERVICE CENTER

EOC PRATTVILLE # 9150
EXPRESS OIL CHANGE
P.O. BOX 880280
PRATTVILLE, AL 36088
(334) 285-9150

Page 1 of 1
DATE 7/19/2013 12:13 PM
TRANSACTION NO 13071900118232
INVOICE NO 09150-118232
VEHICLE ID 7DB34885

Customer Information	Description	Qty.	Price
Patrol Civil Air	TRICO 20"	1.00	9.99
Montgomery, AL 36104 (334) -	TRICO 20"	1.00	9.99
XXXXXXXXXX	ROTATE ONLY PASSENGER VEH	1.00	19.99
	SUBTOTAL		\$39.97
	50% OFF WIPER BLADES (V11A11)		-9.99
	SALE		\$29.98
	TAXABLE	19.98	
	NONTAXABLE	10.00	
	CITY SALES (PARTS)		0.70
	COUNTY SALES (PARTS)		0.40
	STATE SALES (PARTS)		0.80
	TOTAL		\$31.88
	VISA XXXX 00150c		31.88
	CHANGE		\$0.00

Vehicle Information
2007 FORD E-350 VAN 8cyl 5.4L FI
VIN 1FBS331L47DB34885 MILEAGE 29063
ALT ID _____
DATE MILEAGE SERVICES
7/19/13 29063 WB WB RC
7/19/13 29062 FS OF OIL RRB
3/13/13 34927 FS OF OIL

Service Information
HOODTECH PITTECH INVOICE CASHIER
CA CA CA

Warranty Statement
IN THE EVENT OF A PROBLEM AFTER A SERVICE OF ANY KIND, EXPRESS OIL CHANGE MUST BE NOTIFIED AND ALLOWED TO CHECK THE VEHICLE BEFORE ANY REPAIRS ARE MADE. ANY OTHER ACTION SHALL VOID ANY WARRANTIES WHETHER WRITTEN OR IMPLIED.-----OIL WARNING!-----IF YOUR OIL WARNING LIGHT COMES ON (OR YOUR GAUGE LOSES PRESSURE) STOP YOUR VEHICLE IMMEDIATELY!-----NEVER OPERATE YOUR ENGINE WHEN THE OIL WARNING LIGHT IS ON! DOING SO MAY VOID WARRANTY!

BIG O TIRES #28064
119 HOT SPRINGS RD
CARSON CITY, NV 89706
775-882-2002

OCTOBER 03, 2014 05:33P

PC Description	Price	Qty	Amount
045 LABOR	10.00	4.00	\$ 40.00
031 OIL CHANGE/LUBE	40.99	1.00	\$ 40.99
028 FILTERS	7.95	1.00	\$ 7.95

Account # : XXXXXXXXXXXXXXX0055
Expiration # : N/A WRIGHT EXPRESS
Tran Type : CREDIT SALE
Vehicle # : 00011 Odometer: 014239
Batch # : 276001
Reference # : 006 Approval : 214837

TOTAL \$ 88.94

X _____
SIGNATURE

I AGREE TO PAY ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

CUSTOMER COPY