Simple Bill of Sale

A plain record of a private sale of an ordinary used item.

Sale date

Location

PARTIES

SELLER NAME

SELLER PHONE / EMAIL

BUYER NAME

BUYER PHONE / EMAIL

ITEM

ITEM / MAKE / MODEL

SERIAL / IDENTIFYING NUMBER

DETAILED DESCRIPTION AND INCLUDED ACCESSORIES

KNOWN CONDITION, DEFECTS AND WEAR

SALE

PRICE PAID

PAYMENT METHOD

PAYMENT RECEIVED ON

☐ Paid in full ☐ Deposit / part payment

ADDITIONAL TERMS

The seller confirms they have the right to sell the item. The buyer accepts the item in the condition described above, except for any written terms in this form.

SELLER SIGNATURE

DATE

BUYER SIGNATURE

DATE