CASH BILL

Paid in full at the time of sale - Malaysia - RM

PAID IN FULL - this records a completed sale, it does not ask for payment

BUSINESS NAME
KEDAI RUNCIT SERI MURNI

BILL NO.
CB-2026-0873

ADDRESS
No. 12, Jalan Bendahara, 45000 Kuala Selangor, Selangor

DATE
18 August 2026

TEL / SSM NO.
03-3289 4471 / 202301234567 (AS0123456-X)

CUSTOMER
Puan Hasnah (walk-in)

NO.	DESCRIPTION	QTY	UNIT PRICE (RM)	AMOUNT (RM)
1	Beras Super Tempatan 10kg	2	32.00	64.00
2	Minyak masak 5kg	1	28.50	28.50
3	Gula halus 1kg	4	3.20	12.80
4	Susu pekat manis (tin)	6	3.90	23.40
5				
6				
7				
8				

Subtotal	**128.70**
Discount	**3.70**
SST (if it applies to your business)	
TOTAL PAID	**125.00**

PAYMENT METHOD: Cash

SERVED BY: Aziz

Fictional business and example figures. The arithmetic reconciles: 128.70 - 3.70 = 125.00.

- Label the last line "Total paid", not "Amount due". That single word is what separates a cash bill from an invoice: the money has already been collected, so there is nothing outstanding and nothing to chase.

- Bill numbers must run in sequence and never repeat. If you spoil one, write CANCELLED across it and keep it - a gap in the numbers is the hardest thing to explain later, because nothing proves what was on the missing bill.

- Only show an SST line if SST applies to your business and to this sale. If you are not SST-registered, delete the row entirely - an SST line on a bill from a business that is not registered for it is worse than no line at all. Check the official SST portal if you are unsure.

- Keep your copy. A paper bill book has two layers so the customer gets the top copy and you keep the carbon. If you tear out both, you have given away your only record that the sale happened.