

COMPLETED EXAMPLE · FICTIONAL DETAILS

Bill of Sale

Record of a private sale of personal property — one item

DATE OF SALE: March 14, 2026 — PLACE OF SALE (CITY, STATE): Boise, Idaho (1)

1 PARTIES

Seller

(2) FULL LEGAL NAME: Maya Lindqvist
MAILING ADDRESS: 2140 Juniper Lane
CITY, STATE, ZIP: Boise, ID 83702
PHONE OR EMAIL (OPTIONAL): (208) 555-0147

Buyer

(3) FULL LEGAL NAME: Theo Abernathy
MAILING ADDRESS: 88 Ridge Road
CITY, STATE, ZIP: Meridian, ID 83642
PHONE OR EMAIL (OPTIONAL): theo.abernathy@example.com

2 ITEM SOLD

(4) DESCRIPTION OF THE ITEM (WHAT IT IS, BRAND, MODEL, SIZE, COLOR): Ridgeline Trailhawk 29 mountain bike, 2023, size large, matte black with teal decals, hydraulic disc brakes, 12-speed.

(5) SERIAL NUMBER OR OTHER IDENTIFIER (IF ANY): Frame serial RL23-04471
INCLUDED ACCESSORIES OR PARTS (IF ANY): Front and rear lights, frame pump, cable lock

(6) CONDITION AND KNOWN DEFECTS: Used, good working order. Light scratches on the top tube; rear brake pads replaced February 2026.

3 PRICE AND PAYMENT

(7) SALE PRICE: $ 650.00
AMOUNT RECEIVED: $ 650.00
BALANCE DUE (IF ANY): $ 0.00

(8) PAYMENT METHOD: ☑ Cash ☐ Check ☐ Bank transfer or payment app ☐ Other:
DATE PAYMENT RECEIVED: March 14, 2026

4 TERMS

The seller states that the seller owns the item, or is authorized by the owner to sell it. Mark only the statements that are true.

Liens and claims — check one

(9) ☑ The item is free of all liens, loans and claims by others.
☐ The item is subject to the following lien or claim (holder and amount):

Condition — check one

(10) ☑ The item is sold "as is", in its current condition with all faults. The seller gives no warranty, express or implied, beyond what is written on this form, to the extent the law allows.
☐ The seller gives the following warranty:

(11) The seller transfers to the buyer all of the seller's rights, title and interest in the item, subject to any official transfer steps the law requires. Both parties agree to the terms on this form and on page 2.

5 SIGNATURES

By signing, each party confirms that the details on this form are true and complete to the best of their knowledge.

(12) SELLER SIGNATURE: Maya Lindqvist — DATE: 03/14/2026
BUYER SIGNATURE: Theo Abernathy — DATE: 03/14/2026

(13) WITNESS (OPTIONAL; SOME STATES REQUIRE ONE) — SIGNATURE / PRINTED NAME / DATE

Sign two copies. The seller keeps one and the buyer keeps one. General template, not legal advice.
This record of sale does not replace a certificate of title, registration or an official form that your state or agency may require.

Anatomy of a bill of sale

The parts of a completed bill of sale, shown on a fictional example.

1 Date and place of sale
The date of the sale and the city and state.

2 Seller
Full legal name and mailing address of the person selling, as shown on their ID.

3 Buyer
Full legal name and mailing address of the person buying.

4 Description of the item
Type, brand, model, size and color — enough to identify it even without the serial number.

5 Serial number or identifier
The unique number on the item itself (serial, VIN or HIN). Copy it from the item, not from memory.

6 Condition and known defects
An honest note of wear and faults. The as-is statement relies on this disclosure.

7 Price, amount received, balance
The agreed sale price, how much has actually been received, and anything still owed.

8 Payment method and date
How and when the money was received.

9 Lien statement
Whether anyone else, such as a lender, has a claim on the item. Tick only what is true.

10 As-is or warranty
Sold as is, or with a written warranty for what the seller promises. Keep the description accurate: statements about the item can be warranties too.

11 Transfer statement
Passes the seller's rights in the item to the buyer, subject to the title or registration steps the law requires, and ties in page 2.

12 Signatures, printed names and dates
Both parties sign and date in each other's presence. Each keeps a signed copy.

13 Witness (when needed)
Only needed when your state or the asset requires one; otherwise optional, though an extra signature can help if the sale is questioned.

Names, addresses, identifiers and amounts in the example are invented.