Bill of Sale

Record of a private sale of personal property — several items

DATE OF SALE

PLACE OF SALE (CITY, STATE)

1 PARTIES

Seller

FULL LEGAL NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

Buyer

FULL LEGAL NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

2 ITEMS SOLD

QTY	DESCRIPTION (WHAT IT IS, BRAND, MODEL, SIZE, COLOR)	SERIAL NO. OR IDENTIFIER	CONDITION	LINE TOTAL
				$
				$
				$
				$
				$

Total sale price (all line totals, including page 2) TOTAL $

List each item on its own line. Continue on page 2 if you need more lines.

3 PRICE AND PAYMENT

AMOUNT RECEIVED $

BALANCE DUE (IF ANY) $

PAYMENT METHOD

☐ Cash ☐ Check ☐ Bank transfer or payment app ☐ Other:

DATE PAYMENT RECEIVED

4 TERMS

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

Liens and claims — check one

☐ The items are free of all liens, loans and claims by others.

☐ One or more items are subject to the following lien or claim (item, holder and amount):

Condition — check one

☐ The items are sold “as is”, in their 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:

The seller transfers to the buyer all of the seller’s rights, title and interest in the items listed, 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.

SELLER SIGNATURE

PRINTED NAME

DATE

BUYER SIGNATURE

PRINTED NAME

DATE

WITNESS (OPTIONAL; SOME STATES REQUIRE ONE) — SIGNATURE

PRINTED NAME

DATE

Bill of Sale — continuation

Fill in the parties, item and date here too, so this page stays with page 1.

SELLER	BUYER	ITEMS OR SALE REFERENCE	DATE OF SALE

ITEMS SOLD — CONTINUED

QTY	DESCRIPTION (WHAT IT IS, BRAND, MODEL, SIZE, COLOR)	SERIAL NO. OR IDENTIFIER	CONDITION	LINE TOTAL
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

ADDITIONAL TERMS (OPTIONAL)

Anything the parties have agreed that is not covered on page 1, such as delivery, pickup or when a remaining balance will be paid.

INITIALS SELLER _____ BUYER _____

Before you sign

1. Compare each item’s serial number or identifier with the schedule in section 2, and check that the prices add up to the total.
2. Check each party’s name and address against photo ID.
3. Write the agreed sale price. Record the amount received so far and any balance separately; only say “paid in full” when it is.
4. Mark only the lien and condition statements that are true. Leave nothing to be assumed.
5. Check whether your state or agency requires a certificate of title, registration, an official form or a notarized signature for this kind of item.
6. Sign and date in each other’s presence. A witness or notary is only needed when your state or the asset requires one. Keep a signed copy each.