

PAYMENT RECEIPT

FROM
[Business Name]
[Address]
[Email] · [Phone]

BILL TO
Received From: [Payer Name]
[Address]

Receipt No.: [RCP-0001] Date: [DATE] Payment Method: [CASH / CARD / TRANSFER]

Payment For	Reference	Amount
[Description of goods/services]	[INVOICE NO.]	0.00

AMOUNT RECEIVED 0.00

Balance Outstanding 0.00

Notes & Terms

Received with thanks. This receipt confirms payment of the amount stated above.
Authorised signature: _____