office printable .com

DEPOSIT RECEIPT

RECEIPT NO. | DATE RECEIVED | DEPOSIT RECEIVED

RECEIVED FROM

Name _____

Address _____

Phone / email _____

RECEIVED BY

Business / landlord _____

Address _____

Phone / email _____

Item reserved

Description (make, model, colour, etc.) _____

Condition / inclusions _____

Serial / VIN / identifier _____

Deposit received _____

Balance due by / on delivery _____

Agreed purchase price _____

Balance due _____

Delivery / pickup date _____

PAYMENT METHOD

❑ Cash ❑ Check no. _____ ❑ Card ❑ Bank transfer ❑ App / other

Deposit terms

❑ Deposit is applied to the purchase price on completion

❑ Deposit is refundable in full if the seller cannot deliver as described

❑ Deposit is non-refundable if the buyer withdraws after _____ (date), except as stated in notes

❑ Seller will hold the item and not offer it to others until the balance due date above

NOTES / CONDITIONS OF SALE

_____

_____

_____

Seller signature _____ Buyer signature _____ Date _____