office printable .com

RECEIPT

RECEIPT NO. | DATE | AMOUNT RECEIVED

RECEIVED FROM

Name

Address

Phone / email

RECEIVED BY

Business

Address

Phone / email

Description	Qty	Unit price	Amount

Total	
Amount paid	
Balance due	

PAYMENT METHOD

❑ Cash ❑ Check ❑ Credit / debit card ❑ Bank transfer ❑ Other

NOTES

Received by (print name) | Signature | Date