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# RECEIPT

RECEIPT NO. | DATE | AMOUNT RECEIVED

## RECEIVED FROM

Name

Address

Phone / email

## RECEIVED BY

Business

Address

Phone / email

| Description | Qty | Unit price | Amount |
|---|---|---|---|
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| | |
|---|---|
| Total | |
| Amount paid | |
| Balance due | |

## PAYMENT METHOD

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

NOTES

Received by (print name) | Signature | Date