

**YOUR  
LOGO**

# RECEIPT

**DATE:** \_\_\_\_\_  
**RECEIPT #** \_\_\_\_\_

**FROM**

[ Your Name ]  
[ Your Address ]  
[ Your Email ]  
[ Your Contact No. ]

**TO**

[ Client Name ]  
[ Client Address ]  
[ Client Email ]  
[ Client Contact No. ]

Description	Quantity	Price	Amount

Notes \_\_\_\_\_

**Subtotal** \$ -

**Discount** 0.00%

**Subtotal (less discount)** \$ -

**Payment by:**

- Cash
- Cheque with number
- Credit card
- Others [                    ]

**BALANCE DUE** \$ -

**Payment Terms**

Example:  
Payment is due within 30 days from the date of the invoice.  
Late payments may be subject to a penalty fee of 2% per month.  
All payments should be made in [currency] via [payment method].  
For any questions or concerns regarding payments, please contact [contact information].