Receipt

Proof of payment for a customer, client or tenant.

Receipt no.

Date paid

RECEIVED FROM (PAYER)

RECEIVED BY (BUSINESS OR PERSON)

PAYMENT FOR	AMOUNT

PAYMENT METHOD

TRANSACTION / CHECK NO.

☐ Paid in full ☐ Partial payment

Subtotal

Tax

Total paid

Balance due

NOTES

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE