Payment receipt

Issuer's logo

Receipt no. Date Place

Received from (the person who paid)

Name or company name

Address

Received by (the person who collected the payment)

Name or company name

Address

Payment

Amount received (figures) Currency Amount in words

Purpose of the payment (what is being paid for)

Period concerned Reference

Payment method

☐ Cash ☐ Bank transfer ☐ Cheque ☐ Card ☐ Other

☐ Payment in full ☐ Part payment

Balance still due in case of part payment

The payee acknowledges receipt of the sum shown above, for the purpose stated and by the payment method ticked.

Stamp or seal

Signature

Name in full