

RECEIPT

Proof of payment received — not an invoice or a request for payment.

RECEIVED BY (SELLER)

RECEIVED FROM (CUSTOMER)

RECEIPT NO.

DATE OF PAYMENT

PAYMENT METHOD

REFERENCE (INVOICE / ORDER NO.)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax

TOTAL PAID

Issue a receipt when payment is received; the invoice asks for payment, the receipt proves it happened. Keep both together.