

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# RECEIPT

Receipt No: \_\_\_\_\_  
Date: \_\_\_\_\_

**CLIENT INFORMATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT / SERVICE DETAILS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SERVICE DESCRIPTION	HOURS / QTY	RATE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PAYMENT INFORMATION**

Payment Method: \_\_\_\_\_  
Transaction ID: \_\_\_\_\_  
Check / Reference No: \_\_\_\_\_

Subtotal: \_\_\_\_\_  
Tax: \_\_\_\_\_  
Discount: \_\_\_\_\_  
**Total Paid:** \_\_\_\_\_

Remarks / Special Instructions:



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AUTHORIZED SIGNATURE