

RECEIPT

Receipt No.	
Date	

Received From

Name:

Address:

Phone:

Account / Project

Account No:

Project/Job:

Contract No:

Description of Goods / Services Approved	Amount

Payment Method

- ☐ Cash
☐ Check
☐ Credit Card
☐ Bank Transfer

Ref/Check No:

Total Contract Amount	
Prior Paid Amount	
Current Payment Amount	
Balance Due	

Authorized Signature

Customer Signature (Acknowledgment)