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# ADVANCE PAYMENT RECEIPT

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

Date: \_\_\_\_\_

## CUSTOMER DETAILS

Customer Name

Company Name

Address

Phone / Email

## PAYMENT INFORMATION

Payment Method  Cash  Check  Bank Transfer  Credit/Debit Card

Reference / Check  
No.

## DESCRIPTION OF GOODS / SERVICES

DESCRIPTION OF ITEMS / SALES ORDER DETAILS	ESTIMATED TOTAL VALUE

<b>Total Quotation / Order Amount</b>	
<b>Advance Payment Received</b>	
<b>Outstanding Balance Due</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Customer Signature