
PRE-PAYMENT RECEIPT

Receipt No: Date: Reference No:

CUSTOMER INFORMATION

Received From: Address: Phone / Email:

PAYMENT INFORMATION

Amount Received: Payment Method:

- Cash
 Check
 Credit Card
 Bank Transfer

DESCRIPTION OF ADVANCE PAYMENT / ALLOCATION

Description / Purpose of Advance	Unit Price	Total Expected

Total Order Est: _____

Amount Paid: _____

Remaining Balance: _____

Terms & Notes:

Authorized Signature

Customer Signature