

-----  
-----  
-----  
-----  
-----

## RECEIPT

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

---

### CLIENT INFORMATION

-----  
-----  
-----  
-----

### BILLING / SERVICE PERIOD

Period Start: \_\_\_\_\_  
Period End: \_\_\_\_\_  
Account Ref: \_\_\_\_\_

DESCRIPTION OF BOOKKEEPING SERVICES	HOURS / QTY	RATE	AMOUNT
-----			
-----			
-----			
-----			
-----			

### PAYMENT INFORMATION

**Payment Method:**

- Bank Transfer
- Credit Card
- Check
- Cash

Transaction Reference: \_\_\_\_\_

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

Subtotal:

Tax / VAT:

**Total Amount Due:**

**Amount Paid:**

Balance Due:

\_\_\_\_\_  
Authorized Signature (Bookkeeper/Accountant)

\_\_\_\_\_  
Client Signature (Acknowledgment of Receipt)

\_\_\_\_\_  
Thank you for your business. Please keep this receipt for your financial records.