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# PAYMENT RECEIPT

Receipt No. \_\_\_\_\_  
Date \_\_\_\_\_  
Invoice No. \_\_\_\_\_

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## CLIENT INFORMATION

Client Name

Contact Person

Phone

Email

## EVENT DETAILS

Event Type

Event Date

Venue

Est. Guest Count

## SERVICES RENDERED & FEES

DESCRIPTION OF SERVICES	QTY / HRS	RATE	AMOUNT
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## PAYMENT METHOD

- Cash  
 Check

Bank Transfer  
 Credit Card

Ref / Check No.

**Subtotal**

**Tax / Service Charge**

**Total Amount Due**

**Amount Paid**

**Balance Remaining**

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\_\_\_\_\_  
PREPARED BY (PLANNER)

\_\_\_\_\_  
RECEIVED BY (CLIENT)