

LAYAWAY RECEIPT

Date	
Receipt No.	
Layaway No.	

CUSTOMER DETAILS

Customer Name
Address
Phone
Email

LAYAWAY TERMS

Plan Duration
Final Due Date
Payment Cycle
Authorized By

ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE

LAYAWAY POLICY & AGREEMENT

1. A non-refundable deposit is required to initiate this layaway agreement.
2. Regular payments must be made according to the agreed schedule.
3. All layaway items must be paid in full by the specified final due date.
4. Failure to complete payments or claim items by the due date may result in cancellation of the layaway. Upon cancellation, returned amounts may be subject to a restocking fee.
5. Goods will only be released after the total outstanding balance is fully paid.

Subtotal	
Tax	
Total Price	
Deposit Paid Today	
Remaining Balance	

CUSTOMER SIGNATURE

AUTHORIZED REPRESENTATIVE