

DOWN PAYMENT CONFIRMATION DOCUMENT

Receipt No.	
Date	

RECEIVED FROM

Name / Company

Address

Phone

Email

RECEIVED BY

Name / Company

Address

Phone

Email

DESCRIPTION OF GOODS / SERVICES

Project / Item

Details

PAYMENT INFORMATION

Total Contract Amount	Down Payment Amount	Remaining Balance	Payment Method

Terms & Conditions:

Authorized Representative Signature

Date

Payer Signature

Date