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# RECEIPT

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

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## CLIENT INFORMATION

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Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

## PAYMENT DETAILS

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Payment Date: \_\_\_\_\_  
Method: \_\_\_\_\_  
Transaction ID: \_\_\_\_\_  
Reference No: \_\_\_\_\_

DESCRIPTION OF ADMINISTRATIVE SERVICES	HOURS / QTY	RATE	LINE TOTAL

Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_

**NOTES / TERMS:**

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AUTHORIZED SIGNATURE