

# RESERVATION RECEIPT

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

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

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## CUSTOMER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT INFORMATION

Method: \_\_\_\_\_

Ref/Chq No: \_\_\_\_\_

Received By: \_\_\_\_\_

Status: \_\_\_\_\_

## RESERVATION DETAILS

ITEM / PROPERTY / SERVICE DESCRIPTION	RESERVATION DATE	EXPIRATION DATE

Total Purchase Price: \_\_\_\_\_

Reservation Deposit: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_

## ACKNOWLEDGMENT & TERMS

1. The reservation fee paid herewith secures the item/property/service described above until the specified expiration date.
2. This deposit is non-refundable unless otherwise specified in the formal contract of sale/lease.
3. If the transaction is not completed on or before the expiration date, the reservation shall be forfeited and the item/property/service will be released for public offering.
4. This receipt serves as an acknowledgment of payment pending the execution of the final agreement.

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Authorized Representative Signature

For the Payee

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**Customer Signature**

Acknowledged and Accepted