

# RECEIPT

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

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

## CLIENT INFORMATION

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

Company: \_\_\_\_\_

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

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

## EVENT DETAILS

Event Type: \_\_\_\_\_

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

Venue / Location: \_\_\_\_\_

Guest Count: \_\_\_\_\_

## SERVICES & PACKAGES BOOKED

Description of Service / Package	Qty	Unit Price	Total Amount

## PAYMENT INFORMATION

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

Transaction ID: \_\_\_\_\_

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

Notes:

Subtotal	_____
Tax / VAT	_____
Service Charge / Gratuity	_____
<b>Total Amount</b>	_____

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**Amount Paid**

**Balance Due**

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**Authorized Representative**

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**Client Signature**