

RECEIPT FOR ADVANCE DEPOSIT

Receipt No: _____

Date: _____

Received From:	_____	Booking Ref:	_____
Address:	_____	Contact No:	_____
Email:	_____	Event/Stay Date:	_____

BOOKING & DEPOSIT DETAILS

Description / Purpose of Deposit	Amount
Amount Received in Words: _____	

PAYMENT METHOD

☐ Cash

☐ Cheque (No: _____)

☐ Credit / Debit Card

☐ Bank Transfer (Ref: _____)

Terms & Conditions:

1. This deposit is non-refundable unless specified otherwise in the agreement.

2. The remaining balance must be paid on or before the specified due date.

3. Subject to terms and conditions of the booking contract.

Total Booking Cost

Deposit Paid

Balance Due

Balance Due Date

CUSTOMER SIGNATURE

AUTHORIZED SIGNATURE & STAMP