

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RECEIPT

**Receipt No:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Payment Method:** \_\_\_\_\_

### CLIENT INFORMATION

**Client Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone/Email:** \_\_\_\_\_

### TAX & BILLING PERIOD

**Tax Year:** \_\_\_\_\_  
**Filing Status:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_  
**Prepared By (CPA):** \_\_\_\_\_

SERVICE DESCRIPTION	HOURS / QTY	RATE (\$)	AMOUNT (\$)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Subtotal:** \_\_\_\_\_  
**Tax/VAT:** \_\_\_\_\_  
**Discount:** \_\_\_\_\_

**Total Paid:** \_\_\_\_\_

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Authorized CPA Signature**

\_\_\_\_\_  
Thank you for your business. Please retain this receipt for your tax records.