

PREPAYMENT RECEIPT

Receipt Number	
Date	
Sales Order Ref #	

CUSTOMER INFORMATION

PAYMENT DETAILS

Method of Payment	
Transaction / Check #	
Received By	

DESCRIPTION / REFERENCE	TOTAL ORDER QTY	UNIT PRICE	TOTAL AMOUNT
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Total Sales Order Amount: _____

Prepayment Received: _____

Remaining Balance Due: _____

Terms & Conditions:

AUTHORIZED REPRESENTATIVE

CUSTOMER SIGNATURE