horizontal line

**Payment Receipt Word Format**

**Receipt Number: \_\_\_\_\_\_\_\_\_**

### **Date of Payment: [//\_\_\_\_]**

### **Payer Information:**

* **Name of Payer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Payer's Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Payment Received For:**

* **Description of Product/Service:**
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Payment Details:**

* **Total Amount:** $\_\_\_\_\_\_\_\_
* **Method of Payment:** [ ] Cash [ ] Bank Transfer [ ] Online Payment
* **Transaction Reference:** \_\_\_\_\_\_\_\_\_\_\_

### **Breakdown of Charges:**

| **Item No.** | **Description of Item** | **Amount** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| **Total Paid:** |  | $[\_\_\_\_\_\_\_] |

### **Acknowledgment:**

* Received by (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Notes/Comments:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_