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# 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		
<b>Total Paid:</b>		<b>\$[_____]</b>

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**Acknowledgment:**

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

**Notes/Comments:**

- \_\_\_\_\_