

Company Money Receipt

COMPANY NAME: [Insert Company Name]

Company Address: [Company Address]

Contact Number: [Company Phone Number]

Email: [Company Email Address]

Receipt No.: [Receipt Number]

Date: [Insert Date]

Received From:

Name: [Full Name of Payer]

Address: [Payer's Address]

Phone/Email: [Payer's Contact Details]

Payment Details:

Amount Paid: [Insert Amount]

Amount in Words: [Insert Amount in Words]

Payment Method: [Cash / Cheque / Bank Transfer]

Cheque/Transaction No. (if applicable): [Insert Cheque/Transaction Number]

Purpose of Payment:

Description of Payment: [Product Purchase / Service Fee / Rent / Invoice Payment /
Other (Specify)]

Breakdown of Payment (if applicable):

Item/Service	Quantity	Rate (per unit)	Total Amount
[Item/Service 1]	[Qty]	[Rate]	[Total]

[Item/Service 2]	[Qty]	[Rate]	[Total]
Total			[Total Amount]

Acknowledgment:

This is to certify that the payment stated above has been received by [Insert Company Name] on [Insert Date].

Signature:

Received By (Authorized Person): [Receiver's Name]

Designation: [Job Title]

Signature: _____

Date: [Insert Date]

Payer's Signature (Optional): _____