**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):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_