**Fee Receipt Template**

**horizontal line**

### **Business Information**

**Business Name:** [Business Name]  
**Business Address:** [Business Address]  
**City, State, Zip:** [City, State, Zip]  
**Phone Number:** [Phone Number]  
**Date:** [Date]

### **Receipt Information**

**Receipt ID:** [Receipt Number]  
**Customer Name:** [Customer's Name]  
**Service Rendered:** [Description of Service]  
**Payment Method:** [Cash/Credit Card/Other]

### **Charges Breakdown**

| **Item** | **Quantity** | **Unit Cost** | **Total Cost** |
| --- | --- | --- | --- |
| **Service Fee** | 1 | $100 | $100 |
| **Administrative** | 1 | $25 | $25 |
| **Additional Item** | 0 | $0 | $0 |
| **Total** | - | - | $125 |

### **Verification**

* **Full Payment Received**
* **Partial Payment Received**

**This receipt serves as proof of payment for the services rendered.**