**Taxi Receipt Template**

horizontal line

**[Taxi Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
  
Taxi Receipt**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Passenger Information**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Pick-up Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Drop-off Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fare Breakdown**

| **Description** | **Amount ($)** |
| --- | --- |
| **Base Fare** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Distance Fare** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Waiting Time** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Additional Charges** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Taxes** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Total Fare** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Driver Information**

* **Driver's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Vehicle Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Passenger Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thank you for choosing [Taxi Company Name]!**