

RECEIPT

Payment receipt template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

RECEIVED FROM

Client name _____

Client address _____

Phone · email _____

RECEIPT #	DATE PAID	FOR INVOICE #
_____	_____	_____
PAYMENT METHOD / CHECK #	RECEIVED BY	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Payment for: invoice #, job or period		
Deposit / progress / final payment		
Other		

NOTES

Received with thanks. This receipt confirms payment of the amount shown.
Balance remaining, if any, is due by the date on the invoice.

Amount received

Balance remaining

TOTAL PAID _____