

RECEIPT

[Your business name]

[Street address, town, postal code]

[Phone] · [Email]

Receipt no.: [REC-0001]

Date paid: [DD Month YYYY]

RECEIVED FROM

[Name of the person or business who paid]

Amount paid: [R0.00]

Paid by: Cash · EFT · Card · Other (circle one)

Payment reference: [Reference]

For: [What the payment is for]

Against invoice no.: [If it pays an invoice]

Balance still owing: [R0.00]

Received by: _____

Signature: _____