Receipt

Receipt number		Date	

Received from _____ **Received by** _____

Address _____ **Address** _____

Email / phone _____ **Email / phone** _____

Payment for _____

Amount received _____

Amount in words _____

Balance still owed _____

Reference _____

Payment method

☐ Cash ☐ Card ☐ Bank transfer ☐ Cheque

Notes

_____ _____ _____

Signed *Name* *Date*

This receipt confirms a payment was received. It is not a VAT invoice. If you are VAT registered, check what your paperwork must show on GOV.UK.