Worked example - a fictional business. Replace every detail with your own.

Receipt

Receipt number	REC-0127	**Date**	14/11/2026

Received from	Riverside Community Cafe	**Received by**	Willow Lane Studio
Address	4 Sample Road, Anytown AB3 4EF	**Address**	12 Example Street, Anytown AB1 2CD
Email / phone	cafe@example.co.uk	**Email / phone**	hello@example.co.uk

Payment for	Deposit for menu board design (invoice INV-0042)
Amount received	£90.00
Amount in words	Ninety pounds
Balance still owed	£90.00
Reference	INV-0042

Payment method

☐ Cash ☐ Card ■ Bank transfer ☐ Cheque

Notes
Deposit paid by bank transfer on 14/11/2026. Balance of £90.00 due on delivery of the finished design.

A Morgan	Alex Morgan	14/11/2026
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.

Worked example - a fictional business. Replace every detail with your own.

How to use this template

A receipt is proof that a payment was made. Fill this one in on screen or print it and write by hand, then give the original to the person who paid and keep a copy.

1. **Number it.** Give each receipt its own number, for example REC-0001, REC-0002, so you can find it again.
2. **Say who paid and who received.** Add names and addresses for both sides.
3. **Describe the payment.** Write what it was for, the amount received and how it was paid. Add a reference such as an invoice number.
4. **Show any balance.** If this is a part-payment, write what is still owed. Put 0.00 if the bill is settled.
5. **Sign and date it.** Sign the receipt, hand over the original and file your copy with your records.

This template is not tax or legal advice. See GOV.UK for guidance on record keeping.