[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Payment+Receipt+doc+11304&lpa=Payment+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PAYMENT RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RECEIPT** | | | **NO.** | | | **10001** | |
| RECEIVED BY |  | | DATE | |  | | |
| **PAID BY** | | | **PAID TO** | | | | |
|  | | |  | | | | |
| DESCRIPTION | | | AMOUNT | | | | |
|  | | | SUBTOTAL | | |  | |
| TAX RATE | | 3.80% |  | |
| SHIPPING / HANDLING | | |  | |
| OTHER | | |  | |
| TOTAL | | |  | |
|  |  |  | |  |  | |  | |
| **RECEIPT** | | | **NO.** | | | **10002** | |
| RECEIVED BY |  | | DATE | |  | | |
| **PAID BY** | | | **PAID TO** | | | | |
|  | | |  | | | | |
| DESCRIPTION | | | AMOUNT | | | | |
|  | | | SUBTOTAL | | |  | |
| TAX RATE | | 3.80% |  | |
| SHIPPING / HANDLING | | |  | |
| OTHER | | |  | |
| TOTAL | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECEIPT** | | **NO.** | | **10003** |
| RECEIVED BY |  | DATE |  | |
| **PAID BY** | | **PAID TO** | | |
|  | |  | | |
| DESCRIPTION | | AMOUNT | | |
|  | | SUBTOTAL | |  |
| TAX RATE | 3.80% |  |
| SHIPPING / HANDLING | |  |
| OTHER | |  |
| TOTAL | |  |

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| --- |
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