[](https://www.smartsheet.com/try-it?trp=8710&utm_source=integrated+content&utm_campaign=/business+receipt+templates&utm_medium=payment+receipt+word&lpa=payment+receipt+word&lx=aTc70UdkmkSlXbRINZt1_12F3tjZfBYMXSEruozjq1E)

**PAYMENT RECEIPT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | |  | |