Multi-copy Receipt Book Excel Template for Contractors

This **multi-copy receipt book** Excel template is designed specifically for contractors to simplify transaction records. It enables easy duplication of receipts, ensuring accurate and organized documentation for every project. Ideal for streamlining payment tracking and client communication.

Sample Receipt Entry

Date	Receipt No.	Received From	Amount	Payment Method	Description	Project	Issued By
2024-07-01	001	John Doe	$1,250.00	Bank Transfer	Partial payment for kitchen renovation	Kitchen Reno #34	Alice Smith
2024-07-02	002	Acme Corp	$3,000.00	Cheque	Deposit for office fit-out	Office Fit-Out #15	Bob Johnson

Template Features

- Automatic receipt numbering
- Fields for client, project, and payment details
- Easy copying to create duplicates for recordkeeping
- Fully customizable for different contractor needs

Instructions

1. Download the Excel template.
2. Enter transaction details for each payment received.
3. Duplicate the receipt row as needed for multi-copy documentation.
4. Print or share digital copies with clients and retain records for your business.