

# Receipt of Payment

**Receipt No.:**

e.g. 2024-001

**Date:**

**Received From (Client Name):**

Client's name

**Amount Paid:**

**Description of Service:**

Describe services provided

**Payment Method:**

e.g. Cash, Bank Transfer, PayPal

**Received By (Business/Freelancer Name):**

Your name or business name

**Signature:**

Signature or initials

**Note:** Keep this receipt as proof of payment for your records.