

# Receipt of Payment

This **receipt of payment form sample** is designed specifically for small businesses to document customer transactions clearly and professionally. It ensures accurate record-keeping and facilitates smooth financial management. Using this form helps build trust and transparency between business and clients.

## Business Information

Business Name	[Your Business Name]
Address	[Business Address]
Phone	[Business Phone]
Email	[Business Email]

## Customer Information

Customer Name	[Customer Name]
Address	[Customer Address]
Contact	[Customer Phone/Email]

## Payment Details

Receipt Number	[#]
Date of Payment	[DD/MM/YYYY]
Payment Method	[Cash / Credit Card / Bank Transfer / Other]
Description of Goods/Services	[Item Description]
Amount Paid	[\$[Amount]]
Balance Due	[\$[0.00/Amount]]

## Authorized Signature

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Authorized Signature

*Thank you for your payment! Please retain this receipt for your records.*