

ABC Enterprises

123 Business Road

Suite 101, Metro City

Phone: +1 234 567 8901

Email: info@abc.com

Receipt No: APR-2024-004**Date:** 2024-06-22

ADVANCE PAYMENT RECEIPT

Received From:

Mr. John Doe

Address:

456 Client Avenue, Central Town, Country

Project / Purpose:

Supply of Office Furniture

Amount Received:

\$3,500.00 (Three Thousand Five Hundred Only)

Mode of Payment:

Bank Transfer

Sr. No.	Details	Amount
1	Advance Payment towards order INV-2024-112	\$3,500.00
Total		\$3,500.00

Remarks: Balance payment to be paid upon delivery of goods.

Authorized Signatory

Received By

Important Notes:

- This receipt acknowledges the advance payment specified above.
- It should be preserved for future reference and settlement.
- The advance will be adjusted against the final invoice/bill.
- Receipt is valid only if duly signed and stamped by an authorized signatory.
- Please verify all details; contact the issuer in case of discrepancies.