

# Your Company Name

## OFFICIAL PAYMENT RECEIPT

### Receipt Information

Receipt No.  
REC-2024-1056  
Date Issued  
June 12, 2024  
Reference No.  
INV-98423

### Received From

Name  
John Doe  
Address  
123 Elm Street, Suite 210, Springfield  
Contact  
johndoe@email.com  
+1 234 567 8900

### Payment Details

Description	Amount
Consultation Services - May 2024	\$250.00
Administrative Fee	\$15.00
<b>Total Amount Received</b>	<b>\$265.00</b>

Payment Method  
Bank Transfer  
Date Received  
June 10, 2024  
Received By  
Jane Smith

### Remittance Details

Remittance Reference	Date	Bank/Channel	Amount
REM-89231	June 10, 2024	ABC Bank	\$265.00

Authorized Signature

Jane Smith  
Date

June 12, 2024

### Important Notes

- This receipt serves as official proof of payment for the described transaction.
- Please retain this document for your records and future reference.
- Ensure that remittance details match the transaction for verification purposes.
- This document is invalid without an authorized signature.
- Contact our office for any discrepancies or queries relating to this payment.