

# Payment Receipt

Advance / Partial Payment

Receipt No.

PR-2024-0058

Date of Issue

2024-06-20

Received From

Jane Doe

Address

123 Elm Street, Cityville, ZIP 12345

Contact

+1-234-567-8901

Payment Method

Bank Transfer

Amount Received

**USD 1,200.00**

Purpose / Description

Advance payment towards Invoice INV-2024-045 for web development services.

Total Amount Due

USD 3,500.00

Balance Remaining

USD 2,300.00

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Authorized Signature

Important Notes

- This receipt acknowledges only the partial or advance payment received, not full settlement.
- Balance payment should be completed as per agreed terms to avoid penalties or service interruption.
- Retain this receipt for your records; reference it in any future correspondence.
- Contact us promptly if any discrepancy is found in the details above.