

Advance Payment Acknowledgement

Date: 07 June 2024

Acknowledgement Details

Received From	Mr. John Doe
Received By	ABC Enterprises Pvt. Ltd.
Address	123 Business Street, Example City, Country
Advance Amount	\$5,000 (Five Thousand Only)
Payment Method	Bank Transfer
Purpose	Advance payment towards supply of office furniture as per quotation dated 01 June 2024.

Declaration

We hereby acknowledge the receipt of the above-mentioned advance payment from Mr. John Doe. The payment has been received against the order for supply of office furniture. The final invoice will be issued and the balance amount settled upon completion of the order, as per the agreed terms and conditions.

Signature (Received By)

Name: Jane Smith
Date: 07 June 2024

Signature (Received From)

Name: John Doe
Date: 07 June 2024

Important Notes:

- Advance payment acknowledgements should include all relevant details such as payer, amount, purpose, and date.
- Both parties should retain a signed copy for their records.
- The document does not serve as a final invoice or receipt for goods/services.
- Ensure the purpose and terms of advance are clearly mentioned to avoid future disputes.
- All monetary transactions should be referenced for audit and accounting purposes.