

# Payment Receipt for Bulk Goods Transactions

Receipt No:

\_\_\_\_\_

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Supplier Name:

\_\_\_\_\_

Customer Name:

\_\_\_\_\_

Payment Method:

\_\_\_\_\_

#	Description of Goods	Quantity	Unit	Unit Price	Amount
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
Total					_____
Amount Paid					_____
Outstanding Amount					_____

Remarks:

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized Signature

- This document serves as official proof of payment for bulk goods received.
- Ensure all details including payment, goods, and parties are correct before signing.
- Check for outstanding amount and reconcile accordingly.
- Retain this receipt for record-keeping and audit purposes.
- Contact supplier/customer immediately in case of discrepancies.