

# Client Payment Confirmation

## 1. Document Information

Document Number:

PCD-2024-00123

Date of Issue:

2024-06-14

## 2. Client Details

Client Name:

Jane Doe

Client ID / Reference:

CLN-87234

Contact Information:

jane.doe@email.com | +1 234 567 8901

Billing Address:

1234 Main Street, Suite 500, Cityville, Country

## 3. Payment Details

Invoice Number:

INV-2024-1889

Payment Date:

2024-06-12

Amount Paid:

\$1,200.00

Payment Method:

Bank Transfer

Transaction Reference:

TXN-456789023

## 4. Payment Description

Full payment received for web design services as per Invoice INV-2024-1889. This confirms the payment has been credited and processed in our system.

## 5. Authorized Confirmation

Authorized By:

Sarah Lin

Job Title:

Accounts Receivable Manager

Signature:

\_\_\_\_\_

Date:

2024-06-14

## Important Notes

- This document serves as an official record of payment received.
- Ensure all details match the respective invoice and payment records.
- Retain this confirmation for your accounting and auditing purposes.
- The confirmation does not constitute a tax invoice unless otherwise specified.
- Contact our finance team immediately in case of discrepancies.