

## Professional Service Expense Receipt

**Receipt No.:** PSR-2024-0018 **Date:** 2024-06-14  
**Issued By:** ABC Consulting Services **GSTIN:** 22AAAAA1234B1Z5  
**Address:** 123, Elm Street, New City, 456789  
**Issued To:** XYZ Pvt. Ltd. **Client Code:** XYZ-322  
**Address:** 501, Main Avenue, Capital Town, 789456

### Service Details

#	Service Description	Period	Rate	Amount
1	Audit & Compliance Review	May 2024	â,¹ 10,000	â,¹ 10,000
2	Preparation of Audit Report	May 2024	â,¹ 5,000	â,¹ 5,000
3	Consultation & Advisory	May 2024	â,¹ 2,500	â,¹ 2,500

**Subtotal** â,¹ 17,500  
**GST @ 18%** â,¹ 3,150  
**Total Amount** â,¹ 20,650  
**Amount Paid** â,¹ 20,650  
**Balance Due** â,¹ 0.00

Authorized Signature

Client Signature

Date

### Important Notes:

- Ensure all service details and amounts are accurate and match contract agreements.
- Retention of original receipts is necessary for audit and tax compliance purposes.
- Receipts should include all mandatory tax registration details (e.g. GSTIN, PAN).
- Authorized signatures from both parties are required for validity.
- This receipt serves as proof of payment for professional services rendered.