

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	₹ 10,000	₹ 10,000
2	Preparation of Audit Report	May 2024	₹ 5,000	₹ 5,000
3	Consultation & Advisory	May 2024	₹ 2,500	₹ 2,500

Subtotal ₹ 17,500

GST @ 18% ₹ 3,150

Total Amount ₹ 20,650

Amount Paid ₹ 20,650

Balance Due ₹ 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.