

# Cash Payment Receipt

Date: June 27, 2024

Receipt No.: 2024-CPR-015

## Received From:

Name: John Doe  
Address: 123 Main Street, Springfield, TX 75001  
Contact: (123) 456-7890

## Payment Details:

Amount Received: **\$1,200.00** (One Thousand Two Hundred Dollars Only)  
Reason for Payment: Consulting Services (Invoice #INV-8905)  
Payment Method: Cash

This is to acknowledge that the above-mentioned amount has been received in cash from the person named above for the purpose stated. This receipt serves as proof of payment.

Received By: Jane Smith  
Position: Accounts Manager  
Date: June 27, 2024

Signature: \_\_\_\_\_

## Important Notes:

- Always verify the identity of the payee and payer before issuing a receipt.
- Ensure the receipt number is unique and sequential for proper record-keeping.
- Include a clear description of the payment purpose and details.
- Both parties should retain copies of the receipt for their records.
- Handwritten receipts should be legible and signed by an authorized person.