

Cash Receipt

Template

Receipt No:

e.g. 00234

Date:

YYYY-MM-DD

Received From

Name:

Full Name or Company

Address:

Address

Payment Details

Description	Amount
e.g. Services Rendered	e.g. 250.00
Total: Total Amount	

Payment Mode:

e.g. Cash/Bank

Notes/Remarks:

Optional note

Received By:

Signature & Name

Issued By:

Signature & Name

Important Notes

- This document serves as official proof of cash received for the stated amount and purpose.
- Ensure all fields are accurately completed before issuing to the payer or recipient.
- Both parties should keep a copy of the receipt for future reference and audit purposes.
- Receipts should be sequentially numbered and securely stored.

