

Cash Payment Receipt

Receipt No: CP-000345

Date: 2024-06-27

Payment Mode: Cash

Reference: Invoice #INV-328

Received From

John Doe
123, Example Street
Cityville, XY 90012
Phone: (000) 111-2222

Received By

ABC Supplies Ltd.
456, Market Road
Metro City, ZX 90210
Phone: (111) 222-3333

#	Description of Item/Service	Qty	Unit Price	Amount
1	Office Chair	2	75	150
2	Stationery Set	5	10	50
3	USB Drive 16GB	3	8	24
Total Amount Received				224

Amount in Words: Two Hundred Twenty-Four Dollars Only

Customer's Signature

Authorized Signature

Important Notes:

- This document serves as proof of payment by cash for specified items/services.
- Ensure all details and item descriptions are accurate before issuing the receipt.
- Receipts are usually issued in duplicate; one copy for the payer and one retained by the payee.
- Receipts must be duly signed by both parties to be considered valid.
- Keep this document safe for accounting and audit purposes.