

# Advance Payment Receipt

with Customer Acknowledgment

Receipt No.:	AP-2024-001
Date:	06 June 2024
Received From (Customer):	Mr. John Doe
Contact / Address:	123 Main Street, Cityname, Country Email: johndoe@email.com Phone: +123-456789
Amount Received:	\$2,000.00 (Two Thousand Dollars Only)
Payment Mode:	Bank Transfer
Purpose of Advance:	Advance payment for supply of office equipment as per Proforma Invoice #PI-7892

## Customer Acknowledgment

I, **Mr. John Doe**, hereby acknowledge the receipt of the above advance payment and confirm that the amount has been paid towards the purpose as mentioned. I understand that this advance shall be adjusted against final invoice/bill at the time of completion of transaction.

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Authorized Signatory  
(Company/Supplier)

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Customer Signature & Date

## Important Notes:

- This receipt should be issued immediately upon receiving any advance payments.
- Clearly state the purpose and amount for transparency.
- Both parties should retain a signed copy for their records.
- Adjustment and settlement must be documented in the final invoice/bill.
- Disputes, if any, should be resolved as per agreed commercial terms.