

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.

Authorized Signatory
(Company/Supplier)

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.