

Advance Payment Receipt

Receipt No.: _____

Date: ____ / ____ / ____

Received From _____

Address _____

Payment Method _____ Cash _____ Cheque _____ Bank Transfer

Reference (Cheque/Transfer #) _____

Amount Received (in figures): ₹ _____

Amount Received (in words): _____

Purpose / Description: _____

Receiver's Signature
(with Name & Seal)

Payer's Signature

Important Notes:

- This receipt is proof of an advance payment made and should be preserved.
- Please verify the amount and details before signing.
- Advance payments are subject to final settlement and adjustment.
- Receipts should be issued for every advance received for transparency.
- Alterations or corrections may invalidate this receipt.