

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.