

# Acknowledgement Receipt

## for Professional Services

Receipt No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received From: \_\_\_\_\_

Amount: \_\_\_\_\_

Service Description: \_\_\_\_\_  
\_\_\_\_\_

Payment Method: \_\_\_\_\_

This is to acknowledge receipt of the above amount as full/partial payment for the professional services described herein.

\_\_\_\_\_  
Received By (Signature over Printed Name)

\_\_\_\_\_  
Date

- This receipt serves as proof of payment for professional services rendered.
- Ensure all details are complete and accurate before issuing.
- Acknowledgement receipts are not substitutes for official tax invoices if such are required by law.
- Provide a copy to the payor and retain a copy for your records.
- Receipts must be properly signed by the recipient of the payment.