

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.