

# Standard Service Receipt

## Professional Fees

**Receipt No.** : SR-2024-0001      **Date** : 2024-06-28  
**Service Provider** : John Smith Consulting      **Client** : Jane Doe  
**Address** : 123 Avenue Rd, City, Country      **Contact** : janedoe@email.com, +123-456-7890

Description of Service	Qty	Rate	Amount
Business Consultation Session	2	\$150	\$300
Report Preparation	1	\$200	\$200

**Subtotal** \$500

Tax (10%) \$50

**Total Amount** \$550

Amount Paid \$550

Balance Due \$0

Service Provider Signature

Date

- This receipt serves as proof of payment for the stated professional services.
- Keep this document for your records and tax purposes.
- Contact the service provider directly for any queries regarding this receipt.
- Details provided herein should match engagement agreements between both parties.
- This is not a tax invoice unless specifically stated.