

Simple Receipt (Ledger Format)

Company/Organization Name
Address line 1, Address line 2, City, Zip
Phone: (123) 456-7890 | Email: info@company.com

Receipt No.: REC-2024-001

Date: 2024-06-20

Received From: John Doe

Address: 45 Main St, Metro City

Mode of Payment: Cash

Particulars	Debit (Dr)	Credit (Cr)	Remarks
Payment for Invoice #INV-5678	â€“	1,500.00	Full Settlement
Late Fees	â€“	50.00	Penalty Applied
Discount	100.00	â€“	Early Payment
Total	100.00	1,550.00	

Amount in Words: One Thousand Five Hundred Fifty Only

Purpose / Description: Payment received for delivery of office supplies.

Authorized Signature

Received By

- This receipt should be preserved for future reference and auditing.
- Ledger format helps track multiple entries for debits and credits.
- All details must be verified and signed.
- Alterations, if any, should be counter-signed by authorized personnel.
- This document is valid only with official stamp/signature.