

ABC Corporation

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PAYMENT RECEIPT

RECEIPT DETAILS

Receipt No.	000123	Date	2024-06-11
Payment Method	Bank Transfer	Reference	INV-2024-0987

RECEIVED FROM

Name	John Doe	Account No.	456789321
Address	789 Pine Street, Smalltown, 56789		

PAYMENT DESCRIPTION

Date	Description	Amount
2024-06-11	Settlement of Invoice INV-2024-0987	\$1,200.00

TOTAL PAID	\$1,200.00
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Received By

Approved By

Recipient's Signature

- This receipt serves as official proof of payment for ledger entries.
- Retain this document for auditing and reconciliation purposes.
- Ensure receipt details match ledger transactions for accuracy.
- All amendments must be endorsed by an authorized signatory.
- Duplicate receipts are invalid unless signed and stamped.