Deposit and Payment Receipt

Give a receipt for money taken and keep an identical copy, with the balance still owed written on both halves.

A receipt for money taken: how much, what for, how it was paid, and what is still owed.

FILL IN THE BALANCE LINE EVERY TIME
Two copies, one each. The balance line is the one that prevents an argument later, so fill it in even when the balance is nil.

CUSTOMER COPY

Receipt number ____ Date ____ Received from ____ Paid by ____

For (goods, service, deposit against) ____ Amount received ____

Total price agreed ____ Paid to date ____ Balance outstanding ____ Balance due by ____

Received by ____ Signature ____

YOUR COPY

Receipt number ____ Date ____ Received from ____ Paid by ____

For (goods, service, deposit against) ____ Amount received ____

Total price agreed ____ Paid to date ____ Balance outstanding ____ Balance due by ____

Received by ____ Signature ____