

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		