**PAYMENT RECEIPT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **RECEIPT** | **NO.** | **10001** |
| RECEIVED BY |  | DATE |  |
| **PAID BY** | **PAID TO** |
|   |   |
| DESCRIPTION | AMOUNT |
|  | SUBTOTAL |  |
| TAX RATE | 3.80% |  |
| SHIPPING / HANDLING |  |
| OTHER |  |
| TOTAL |  |
|  |  |  |  |  |  |
| **RECEIPT** | **NO.** | **10002** |
| RECEIVED BY |  | DATE |  |
| **PAID BY** | **PAID TO** |
|   |   |
| DESCRIPTION | AMOUNT |
|  | SUBTOTAL |  |
| TAX RATE | 3.80% |  |
| SHIPPING / HANDLING |  |
| OTHER |  |
| TOTAL |  |

|  |  |  |
| --- | --- | --- |
| **RECEIPT** | **NO.** | **10003** |
| RECEIVED BY |  | DATE |  |
| **PAID BY** | **PAID TO** |
|   |   |
| DESCRIPTION | AMOUNT |
|  | SUBTOTAL |  |
| TAX RATE | 3.80% |  |
| SHIPPING / HANDLING |  |
| OTHER |  |
| TOTAL |  |

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