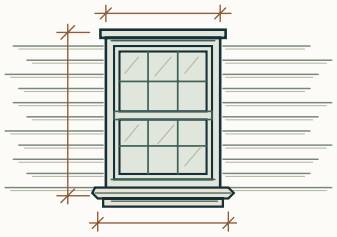
BILLING / BLANK TEMPLATE

Payment receipt



Acknowledge a payment that staff have checked against the cash record, transfer or external terminal.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Issue after confirming actual receipt in the payment source. Use a transaction or ledger reference. Keep full card numbers, bank account details and login information out of this record.

Details to complete

An asterisk marks a required entry.

Receipt number *

Business issuing this receipt *

Payer name *

Payment for *
Identify the property, visit, deposit or item covered.

Related invoice number

Amount received (CAD) *

Date payment was received *

Payment method *
Cash / E-transfer / Cheque / Card through an external terminal / Bank transfer / Other documented method

Payment source or ledger reference *
For cash, use the cashbook entry. For other methods, use the external transaction reference.

Staff member recording receipt *

Payment allocation *
Invoice payment / Partial invoice payment / Deposit received / Other payment

Attestation

I checked the payment against the identified source and recorded the amount received. This is a staff-issued acknowledgement.

Printed name and role

Signature and date