

[Business Logo]

[Business Name]

[Business Address] | [Phone] | [Email]

PAYMENT RECEIPT

RECEIPT NUMBER [Receipt Number]	DATE [Date]
RECEIVED FROM [Customer Name]	PAYMENT METHOD [Payment Method]

AMOUNT RECEIVED

₹[Amount]

Amount in words: [Amount in Words]

Payment purpose	[Description]
Balance remaining	₹[Balance Due]
Notes	[Notes]

Received by	Authorized signature
[Received By]	[Authorized Signature]

How to use this template

A short checklist for completing your receipt.

1. Replace every bracketed placeholder after payment is confirmed.
2. Review the receipt number, payment date, amount, and payment method.
3. State any balance remaining clearly.
4. Save the completed receipt as PDF and keep a copy for your records.

IMPORTANT

Adapt this template to your business needs. This resource is educational and does not replace legal, tax, accounting, financial, or regulatory advice.