

**Business Name Here**

Business Address  
City, State and Zip Code  
Phone, Fax  
Website: www.websiteaddress.com

**Cash Receipt**

Date: \_\_\_\_\_

Receipt Num: xxxxxxxxxxxxxxxx

Amount Received From: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Purpose of Payment: \_\_\_\_\_  
\_\_\_\_\_

Account	
Total Amount Due	
Amount Paid	
Balance Due	

Payment Made BY	
Cash	
Cheque	
Others	

Amount Received By: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatures

\_\_\_\_\_  
Authorized Signatures

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