RECEIPT

Confirms a payment already received. It is not an invoice.

RECEIPT NUMBER

PAYMENT DATE

PAYMENT METHOD

INVOICE OR ORDER REFERENCE

SELLER (RECEIVED BY)

CUSTOMER (PAID BY)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax

AMOUNT PAID

An invoice asks for payment; a receipt confirms it was made. Issue the receipt once the money arrives and keep a copy with the invoice.