PARTIAL PAYMENT RECEIPT

Blank template - complete only for a payment actually received.

Receipt number _____

Payment date _____

Received by _____

Received from _____

Currency _____

Payment method _____

Invoice / agreement reference _____

Transaction reference _____

Payment description _____

Original amount due _____

Previous payments _____

Amount received _____

Remaining balance _____

Amount in words _____

Notes _____

Authorized by / signature _____