**Receipt template for Cash in Word**

Company Name Here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cash Receipt#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Received from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of $ \_\_\_\_\_\_\_\_ For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Total Amount Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Balance Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Received in:

|  |  |  |
| --- | --- | --- |
| Cash |  |  |
| Notes |  |  |
| Cheque |  |  |