## **RECEIPT FOR GOODS AND SERVICES**

| RECEIPT                 |             |                         | NO.    | REC      | EIPT                    | NO.    |
|-------------------------|-------------|-------------------------|--------|----------|-------------------------|--------|
| Payee Name:<br>Address: |             | Payer Name:<br>Address: |        |          | Payer Name:<br>Address: |        |
| DATE                    | DESCRIPTION |                         | AMOUNT | DAT      | E                       | AMOUNT |
|                         |             |                         |        |          |                         |        |
|                         |             |                         |        |          |                         |        |
|                         |             |                         |        | SUBTOTAL |                         |        |
|                         |             |                         |        | TAX      |                         |        |
|                         |             | TOTAL                   |        |          | TOTAL                   |        |