[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

RECEIPT

Receipt no. **RCT-0001**

RECEIVED FROM

[Client name]
[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Payment received in cash For: [what the payment was for]	1	$0.00	$0.00

Subtotal	$0.00
Total (USD)	**$0.00**

PAID IN FULL

PAYMENT DETAILS
[Cash / transfer / other]

NOTES
Received in cash. Keep a copy; cash leaves no bank trail.

TERMS
This is a record of payment. It is not a tax form.