

Payment receipt template

Editable blank template. Replace bracketed fields, calculate and reconcile totals, and remove the separate example page before issuing.

Receipt number [Your number]

Issue date [YYYY MM DD] Currency [Two decimal currency]

From

[Your legal or business name]

[Business address and appropriate contact details]

To

[Customer name]

[Customer address and appropriate contact details]

Reference [Client project or purchase order reference]

Description	Quantity	Unit price	Tax rate	Line before tax
[Description]	[Qty]	[0.00]	[0%]	[0.00]
[Description]	[Qty]	[0.00]	[0%]	[0.00]

Subtotal [0.00]

Discount [0.00]

Entered tax [0.00]

Total [0.00]

Amount recorded paid [0.00]

Balance due [0.00]

Payment date [YYYY MM DD] | Method or reference [Your record]

Notes and payment instructions

[Agreed terms and appropriate payment instructions]

[Do not include card credentials or unnecessary personal identifiers]

Static Word template: amounts do not recalculate automatically. Verify your applicable invoice and tax requirements.

Calculator and methodology: allmarketstrading.com/invoice-tools/

Payment receipt template example

Illustrative example only with invented parties and amounts. Do not issue this page as a real transaction.

Receipt number EXAMPLE R001

Issue date 17 October 2026 Currency USD

From

Example Studio | Illustrative business address | hello@example.invalid

To

Example Client | Illustrative customer address

Reference Illustrative project reference

Description	Quantity	Unit price	Tax rate	Line before tax
Professional services	1	200.00	0%	200.00

Subtotal USD 200.00

Discount USD 0.00

Entered tax USD 0.00

Total USD 200.00

Amount recorded paid USD 200.00

Balance due USD 0.00

Payment date 17 October 2026 | Method illustrative record

Notes and payment instructions

Illustrative example only. No payment was collected or verified by AllMarkets.

Static Word template: amounts do not recalculate automatically. Verify your applicable invoice and tax requirements.
Calculator and methodology: allmarketstrading.com/invoice-tools/