

# Buyer Payment Receipt Form

Receipt No.

Enter receipt number

Date

Received From (Buyer Name)

Enter buyer name

Contact

Enter contact

Address

Enter address

Payment Details

Description	Amount
Enter description	Enter amount
<b>Total</b>	Total amount

Payment Method

e.g. Cash, Bank Transfer

Reference No.

Optional

Notes

Additional information

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Buyer Signature

Date: \_\_\_\_\_

Authorized By

Date: \_\_\_\_\_