Advance Payment Voucher

Voucher No.

Enter voucher number

Date

Client Name

Enter client name

Client Address

Enter client address

Contact

Enter client contact

Purpose / Description

Describe the reason for advance payment

Advance Payment Details

Particulars	Amount	Remarks
Enter item or service	Enter amount	Remarks
Enter item or service	Enter amount	Remarks
Total	Total amount	

Payment Mode

Cash / Cheque / Transfer

Reference No.

Enter reference number

Prepared By

_____

Approved By

_____

Received By

_____