

Taxi Trip Receipt Template

Date

Time

Receipt No.

Passenger Name

Company/Department

Pick-Up Location

Drop-Off Location

Distance (km/miles)

Duration

Taxi Company/Driver Name

Description	Amount
Base Fare	
Distance Charge	
Waiting Time	
Toll/Other Charges	
Tip	
Total	

Notes / Purpose of Trip

Passenger Signature

Date:

Driver Signature

Date: