PARTIAL PAYMENT RECEIPT

PAYMENT RECEIVED

RECEIVED BY

Business name _____

Address _____

Phone / email _____

RECEIPT DETAILS

Receipt no. _____

Date _____

RECEIVED FROM

Customer name _____

Address _____

ORDER OR JOB

Order / job no. _____

Description _____

Date	Payment method / reference	Receipt no.	Amount

Agreed total	
This payment	
Total paid to date	
Balance remaining	

_____

Received by (signature)

The table lists every payment received toward the agreed total, with this payment as the latest row. The balance remaining is the agreed total less the total paid to date.