[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Carpenter payment receipt

Proof of payment for carpenter work - professional, complete, and easy to file.

Receipt number: _____

Date: _____

Received from: _____

Amount received: _____

Payment method: _____

For invoice / job: _____

Balance remaining: _____

Received with thanks.

Sign-off

Received by: _____ **Signature:** _____ **Date:** _____