PAYMENT RECEIPT

Proof of payment against an invoice — amount received, method, and balance remaining.

Received by (business) _____ **Receipt #** _____

Received from _____ **Payment date** _____

For invoice # _____ **Payment method** _____

Payment	Amount
Invoice total	
Amount received this payment	
Prior payments (if any)	

BALANCE REMAINING

A zero balance marks the invoice paid in full. Keep a copy with the original invoice — it is the audit trail.