Payment Receipt Template in PDF Format

Payment Receipt Template was initially released on http://www.InvoicingTemplates.com on Saturday, January 04, 2014, and is categorized as Receipt. As always **Payment Receipt Form** was published in two editions - one free **Payment Receipt Template**, and another Uniform Invoice Software version that is able to turn **Payment Receipt Template** into a complete invoicing system. This "**Payment Receipt Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "paymentreceipt.xls".

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Payment Receipt Template Features and Facts

Payment Receipt Template uncovers a hidden feature available in the default sales invoice template shipped with Uniform Invoice Software but overlooked by most users.

A receipt is a document that verifies payment was received in exchange for goods or services. A receipt should contain all details about mode of payment, item details, payer details and receiver details. It also has the details of date, day and total amount. Receipt plays important role in the verification process and in the process of audit. The default sales invoice template included in the setup program of Uniform Invoice Software already provided the details of payments, but they are put into hidden cells for the purpose of simplifying the invoice template. A detailed tutorial on how to unhide the payment details section of the invoice form can be found on office-kit.com, at Creating a Receipt Form.

The blank payment receipt template is formatted as an Excel ".xls" document.

Although it is easy to create the layout and format of Payment Receipt Template with Microsoft Word or other Microsoft Office programs, or even with some PDF programs, the support for Excel formulas makes doing automated calculations easy to implement and modify. For example, Payment Receipt Template uses Excel formulas extensively to do calculations whenever possible and necessary, such as the taxes, totals. If you use the Uniform Invoice Software version of Payment Receipt Template, Excel formulas are also used to create the relationship between several fields, such as one field should be the sum of two other fields.

This free payment receipt format offers you an easy way to prepare payment receipts. Both a PDF format, a free edition and an edition that works with Uniform Invoice Software can be downloaded for free here on InvoicingTemplates.com online.

Payment Receipt Template - PDF Format

Your Sales Company Name

Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

DATE:
INVOICE #:

Bill To:

Ship To:

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date

Product ID	Description	Quantity	Unit Price	Line Total
		1	2.00	2.00

SUBTOTAL		2.00
PST	8.00%	-
GST	6.00%	-
SHIPPING & HANDLING		-
TOTAL		2.00
PAID		-
TOTAL DUE		2.00

NOTES:

PAYMENT DETAIL

DATE	TOTAL	TYPE	NOTES	CHECK/MONEY ORDER#

THANK YOU FOR YOUR BUSINESS!