|  |  |
| --- | --- |
| [Company Name]  Name: [Name]  Street Address: [Street Address]  City, State, Country: [City, State, Country]  ZIP Code: [ZIP Code]  Phone: [Phone]  E-mail: [E-mail] | **EVENT PAYMENT RECEIPT** |

|  |  |
| --- | --- |
| Receipt # [No] | Date: February 13, 2020 |

|  |  |
| --- | --- |
| **Client Information** | **Event Information** |
| Name: [Name]  Street Address: [Street Address]  City, State, Country: [City, State, Country]  ZIP Code: [ZIP Code]  Phone: [Phone]  E-mail: [E-mail] | Event Name: [Name]  Event Date: [date]  Event Address: [Address] |

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Rate ($) | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |
|  |  | Discount |  |
|  |  | Tax / VAT |  |
|  |  | **TOTAL** |  |

The total amount of [dollars] ([$]) was paid by [Name], the client, on [date].

Payment Method:

|  |  |
| --- | --- |
| Credit card No. [#] | Cash |
| Check No. [#] | Other: [what] |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Customer’s Authorized Signature**

Thank you for your business!