PAYMENT RECEIPT

SAMPLE · all names and numbers are examples

From
[Your company name as on the trade licence]
[Address]
TRN: [only if VAT registered]

Receipt number: RCPT-2026-0031
Date of payment: 22 Dec 2026
Payment method: Bank transfer / card / cheque no. / cash

Received from
[Client name / company]
[Address]

Amount received (AED)	6,300.00
Amount in words	Six thousand three hundred dirhams only
For	Tax Invoice INV-2026-0042 dated 10 Dec 2026
Invoice total (AED)	6,300.00
Paid before this receipt (AED)	0.00
This payment (AED)	6,300.00
Balance due (AED)	**0.00**

- A payment receipt is proof of payment. It does not replace a tax invoice.
- Received by (name and signature, or "issued electronically"): _____

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