

# Partial Payment Receipt

**Receipt No.**

Enter receipt number

**Date**

YYYY-MM-DD

**Received From**

Client Name or Company

**Project Name**

Project Title

**Project Reference No.**

Enter reference number

## Payment Details

Description	Amount
Partial Payment for...	Amount

**Total Received**

Total Amount

**Balance Remaining**

Amount Remaining

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Client Signature

Authorized Signature

**Note:** This receipt is proof of partial payment only. The remaining balance is due as per the project agreement.