

# Payment Acknowledgment Voucher

Voucher No.:

\_\_\_\_\_

Date:

\_\_\_\_\_

Store/Branch:

\_\_\_\_\_

Handled By:

\_\_\_\_\_

## Customer Information

Customer Name:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Address:

\_\_\_\_\_

## Payment Details

#	Description	Reference No.	Amount	Remarks
1				
2				
3				
Total				

Mode of Payment:

☐ Cash    ☐ Credit Card    ☐ Bank Transfer    ☐ Others: \_\_\_\_\_

Received By:

\_\_\_\_\_

Name & Signature

Date: \_\_\_\_\_

Customer's Signature:

\_\_\_\_\_

Name & Signature

Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_

This document acknowledges the receipt of payment as detailed above from the customer for retail sales. Please retain this voucher for your records.