

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.