[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Logo (Optional)]

Receipt Voucher

Receipt No.: RV-[Sequential Number]

Date: [Date]

Received From: [Customer/Payer Name]

Address: [Customer/Payer Address]

Description: [Reason for Payment - e.g., Invoice #, Payment for Services]

Amount Received: [Amount]

Payment Method: [e.g., Cash, Check, Credit Card, Bank Transfer]

Check/Reference No.: [Number or Reference]

Received By: [Name/Signature]

--------------------------------------------------

For Accounting Use Only:

Account Code: [Account Number]

Department: [Department]