

# RECEIPT TEMPLATE

This Receipt is issued on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_, by  
\_\_\_\_\_ ("Seller") to  
\_\_\_\_\_ ("Buyer").

## 1. DESCRIPTION OF GOODS/SERVICES

The Seller hereby acknowledges receipt of payment from the Buyer for the following goods/services: \_\_\_\_\_.

## 2. PAYMENT DETAILS

Amount Received: \$ \_\_\_\_\_

Payment Method: \_\_\_\_\_

Date of Payment: \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_

## 3. SELLER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 4. BUYER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### 5. GOVERNING LAW AND JURISDICTION

This Receipt shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ . Any disputes arising from this Receipt shall be resolved in the courts located in \_\_\_\_\_ County, State of \_\_\_\_\_ .

#### 6. ENTIRE AGREEMENT

This Receipt constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, or representations, whether oral or written, concerning the transaction detailed herein.

#### 7. SEVERABILITY

If any provision of this Receipt is found to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

#### 8. NOTICE

Any notice required or permitted to be given under this Receipt shall be in writing and shall be deemed to have been duly given if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses provided herein.

#### 9. AMENDMENT

This Receipt may not be amended or modified except by a written agreement signed by both the Seller and the Buyer.

#### 10. DEFAULT AND REMEDIES

In the event of a default by either party under this Receipt, the non-defaulting party shall be

entitled to pursue all remedies available at law or in equity, including but not limited to specific performance or damages.

#### 11. TERMINATION CONDITIONS

This Receipt may be terminated by mutual written consent of both parties or upon the occurrence of a material breach by either party, provided that the non-breaching party provides written notice of such breach and the breaching party fails to cure the breach within thirty (30) days of receipt of such notice.

#### 12. SIGNATURES

Seller:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Buyer:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

#### 13. WITNESS

Witness:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

#### 14. NOTARY ACKNOWLEDGMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_,

before me, \_\_\_\_\_, a Notary Public in and for said state,  
personally appeared \_\_\_\_\_, known to me (or proved to me  
on the basis of satisfactory evidence) to be the person whose name is subscribed to the within  
instrument and acknowledged to me that he/she executed the same in his/her authorized capacity,  
and that by his/her signature on the instrument, the person, or the entity upon behalf of which the  
person acted, executed the instrument.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

This Receipt is intended to provide a clear and enforceable record of the transaction between the  
Seller and Buyer. The parties are advised to retain a copy of this Receipt for their records.