RECEIPT

Business name	ABN (if you have one)
[Your business name]	[00 000 000 000]
Phone	**Email**
[Phone]	[Email]

Receipt number	Date paid
[R-0001]	[DD/MM/YYYY]
Received from	
[Customer name]	
For	
[Invoice INV-0001, or what it was for]	

Amount paid	Paid by	Still owing
[$0.00]	[cash / card / bank transfer]	[$0.00]

Thanks for your business.

Notes

General information only, not tax or legal advice. These templates may not suit every business or every sale. Check the ATO's rules, or ask your tax agent or BAS agent.

Last checked against the ATO's website on 16/11/2026.

Fill in the parts in [brackets]. Cross out anything you don't need. Don't send this page.