

RECEIPT

DOCUMENT DETAILS

Receipt number:

Issue date:

Payment date:

Payment method:

FROM (SUPPLIER)

Business name:

Address:

Phone:

Email:

TIN:

RC number (CAC):

ISSUED TO (CUSTOMER)

Customer name:

Address:

Phone / email:

Customer TIN:

Description	Quantity	Unit price (NGN)	Amount (NGN)

Subtotal (NGN)	
Discount (NGN)	
VAT @ 7.5% (NGN)	
Total (NGN)	
Amount received (NGN)	

NOTES / PAYMENT DETAILS

Bank name:

Account name:

Account number:

NOTES

Payment method: ☐ Bank transfer ☐ Cash ☐ POS / card ☐ Cheque ☐ Other

PAID — this receipt records money already received. It confirms that the amount received above has been paid, and it is not a demand for payment. VAT is charged at 7.5% and is added on top of the subtotal after discount. It is never carved out of the subtotal.