

OFFICIAL RECEIPT

Customer copy · EXAMPLE

Business name PAKAR SEJUK AIRCON SERVICES
Address No. 21, Jalan Industri 3, 40000 Shah Alam, Selangor
SSM No. 202401012345 (example)
SST No. (if registered) _____
Phone 03-5500 1234

Receipt No. OR-0041
Date 2 September 2026

Received from Restoran Selera Kampung
Amount (RM) 1,500.00 In words Ringgit Malaysia One Thousand Five Hundred Only
Being payment for Deposit for invoice INV-0112 (supply and install 3 aircon units)

Paid by ☐ Cash ☐ Bank transfer ☒ DuitNow QR ☐ Card ☐ Cheque No. _____ ☐ Other _____

Reference no. (transfer / cheque) _____

Invoice total (RM)	4,500.00
Paid before (RM)	0.00
This payment (RM)	1,500.00
Balance still owed (RM)	3,000.00

Received by Faizal

Signature _____

Example only: fictional business and figures

Company stamp

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OFFICIAL RECEIPT

Customer copy · EXAMPLE

Business name PAKAR SEJUK AIRCON SERVICES
Address No. 21, Jalan Industri 3, 40000 Shah Alam, Selangor
SSM No. 202401012345 (example)
SST No. (if registered) _____
Phone 03-5500 1234

Receipt No. OR-0047
Date 16 September 2026

Received from Restoran Selera Kampung
Amount (RM) 3,000.00 In words Ringgit Malaysia Three Thousand Only
Being payment for Final payment for invoice INV-0112

Paid by ☐ Cash ☒ Bank transfer ☐ DuitNow QR ☐ Card ☐ Cheque No. _____ ☐ Other _____

Reference no. (transfer / cheque) _____

Invoice total (RM)	4,500.00
Paid before (RM)	1,500.00 (OR-0041)
This payment (RM)	3,000.00
Balance still owed (RM)	0.00 PAID IN FULL

Received by Faizal

Signature _____

Example only: fictional business and figures

Company stamp

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