

Key Point

Receipts



A receipt is used as evidence that a cash payment took place.
It prevents any disputes in the future.

Completing the document:

The layout of receipts can vary from business to business but most usually include:

1. Name of the company issuing the receipt,
2. Date of issue
3. Quantity of goods bought,
4. Description of goods bought,
5. Price per good bought
6. Total amount of goods bought
7. Cash paid in
8. Any change given.

Look out for the following mistakes

- Amount is different to that quoted for the product
- Check against the change you receive.



Adapted from: Notes by TP