

Wiley Coyote  
321 Oak St.  
Anytown, Arizona 54321

***RECEIPT***  
No. 12345678

TO:  
Acme Products, Inc.  
123 Main St.  
Anytown, California 12345

Wiley Coyote acknowledges receipt from Acme Products, Inc. of the sum of \$5,000.00 paid by cash.

This payment constitutes full payment and satisfaction for services performed on May 31, 2007.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wiley Coyote

SAMPLE

## **Final Checklist for General Receipt**

**Supplier: Acme Products, Inc.**

**Receiver: Wiley Coyote**

**May 31, 2007**

### **Make It Legal**

\_\_\_\_\_ The General Receipt should be signed and dated by the party who is receiving the money, document, or other property.

### **Copies**

\_\_\_\_\_ The original copy of the General Receipt should be given to the person who is transferring the money, document, or other property.

\_\_\_\_\_ A copy of the receipt should be retained by the recipient of the property.

### **Reasons to Update**

\* Several transactions with the same person or organization.

### **Other Information**

\* It is not necessary that the signature be witnessed or notarized.

\* The General Receipt is not effective to transfer legal ownership of the property. The General Receipt merely provides evidence that the recipient has obtained possession of the property.