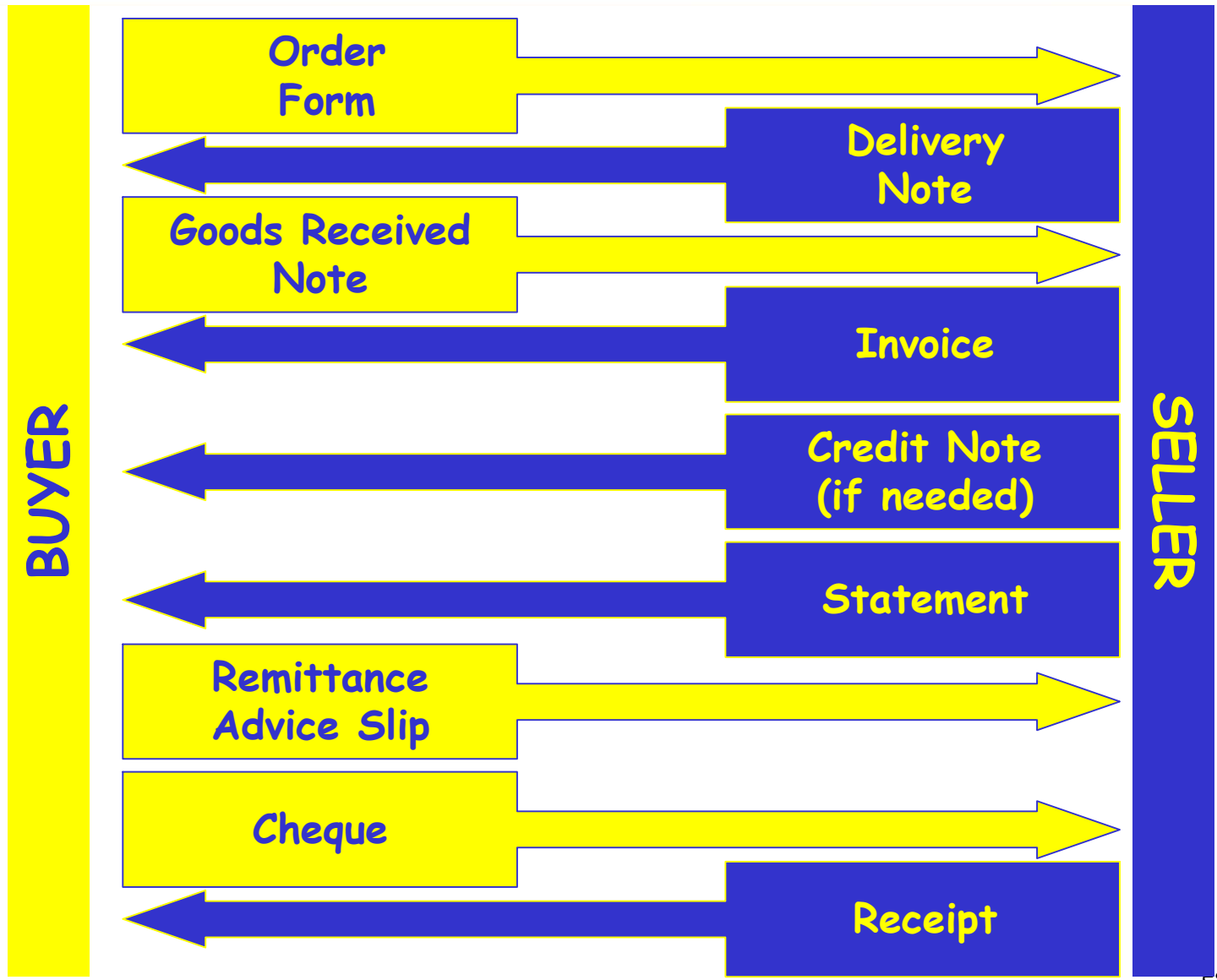




The Receipt





The Receipt



- What is the purpose of this document?
 - It informs the buyer that their payment was received
- Who completes it?
 - The seller
- What happens to it?
 - It is posted to the buyer
- Why must it be accurate?
 - Mistakes may mean that the buyer thinks they have been under or over-charged



An Example Receipt



Warwick Family Dental Health
22 Cumberland Street
Warwick
CV89 5EJ

Mr. Benjamin Keating

Receipt

Date: 21-Sep-2004

Ref: 9088

Page 1 of 1

Date	Description	Qty	Amount	Discount	Total
Mrs. Rosemary Keating					
21-Sep-2004	Exam (extensive)	1	32.00		32.00
21-Sep-2004	Scale & polish		25.00		25.00
21-Sep-2004	Composite filling (UR6)	1	65.00		65.00
21-Sep-2004	X-Ray (medium)	2	9.00		9.00
Mr. Benjamin Keating					
21-Sep-2004	Panoral X-Ray	1	16.75		16.75
21-Sep-2004	Exam (normal)	1	22.00		22.00
21-Sep-2004	Scale & polish		25.00		25.00
21-Sep-2004	Composite filling (UL7, LR7)	2	130.00		130.00
21-Sep-2004	Root filling (LL5)	1	95.00		95.00
Lynn Keating					
21-Sep-2004	Exam (normal)	1	22.00		22.00

Thank you for your prompt payment

Total: **£441.75**

Received: **£441.75**