

Receipt Book

Customer copy

Recipient: Example Service Office
Receipt / date: RB-EX-001 / 12 September 2026
Paid by: Sample Customer

Payment purpose	Method	Reference	Received (INR)
Payment against service	Cash	EX-001	140.00

Subtotal: INR 140.00
Received: INR 140.00

Received / authorized signature: _____
OnlineBiller | Fictional example - both copies show the same transaction

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Office copy

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