



Receipt

Payment Receipt | Proof of Payment
hashmicro.com

RECEIPT — PAYMENT CONFIRMED

1. BUSINESS DETAILS

Business / Trading Name		Receipt Number	REC-
ABN		Payment Date	
Business Address		Receipt Date Issued	
Phone		Invoice Ref. No.	INV-
Email		Purchase Order No.	
GST Registered	Yes / No	Website	
Currency	AUD		

2. RECEIVED FROM — CUSTOMER DETAILS

Customer / Company Name	
ABN (if applicable)	
Contact Person	
Address	
Phone	
Email	

3. ITEMS / SERVICES PAID FOR

Description of Item / Service		Qty	Unit Price (\$)	GST (\$)	Total (\$)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Subtotal (excl. GST):		\$			
Total GST (10%):		\$			
Discount / Adjustment:		(\$)			
TOTAL AMOUNT PAID:		\$			

4. PAYMENT INFORMATION

Amount Paid	\$
Payment Method	Cash / Credit Card / Debit Card / Bank Transfer / Cheque / BPAY / Other
Card Type (if card)	Visa / Mastercard / Amex / Other
Last 4 Digits (if card)	XXXX
Transaction / Reference No.	
Cheque Number (if cheque)	
Date Payment Processed	
Payment Status	PAID IN FULL / PART PAYMENT — Balance Outstanding: \$_____
Outstanding Balance	\$ (if part payment)
Change Given (if cash)	\$

5. GST SUMMARY (if GST registered)

Total Price (incl. GST)	\$
Total GST Included	\$
Price Excl. GST	\$
GST Registered (Y/N)	Y / N — ABN: _____
Input Tax Credit Claimable	Yes — recipient may claim GST credits if GST-registered / No

6. CONFIRMATION OF PAYMENT

PAYMENT RECEIVED — THANK YOU

*This receipt confirms that payment has been received in full for the goods / services listed above.
Please retain this receipt as proof of payment.*

7. RETURN & REFUND POLICY

Return Period	[X] days from date of purchase with original receipt
Refund Method	Original payment method / Store credit / Exchange only
Non-Refundable Items	
Warranty Period	
Warranty Contact	
Additional Notes	

8. REFERENCE DETAILS

Receipt Number	REC-
Related Invoice Number	INV-
Related PO Number	
Job / Project Reference	
Issued By	
Date Receipt Issued	

9. AUTHORISATION

Issued By	Authorised Signatory	Customer Copy
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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