[Your agency name]

[Address, city] [Phone] [GSTIN if registered]

PAYMENT RECEIPT

Receipt no.	[one series per financial year]
Date	[date]
Received from	[customer name, city]
Ticket no.	[your booking or file number]
Trip	[destination, dates, travellers]
Towards	[advance, part payment or balance]
Paid by	[UPI, bank transfer, card or cash, with the reference]

Amount received

[amount]

[amount in words]

Trip total	**[ ]**
Received so far, with this receipt	**[ ]**
Balance	**[amount, due by]**

Received by

[name and signature]

Free receipt format from triplli.com/guides/travel-agency-payment-receipt-format