ScaleSaathi | Cash / Payment Receipt Format — Print Packet

Educational templates · 23 Oct 2026 · Asia/Calcutta

Free packet: blank receipt (customer + office mindset), filled part-payment ₹ example (Nalanda Office Supplies / Shanti Clinic), and a field checklist. No Rule 50 advance-voucher sheet in this version — see the article for GST advance notes. Files are educational, not CBIC blanks and not stamp-duty advice.

Part A — Blank payment / cash receipt

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Receipt meta

Field	Value	Field	Value
Receipt no.	_____	Date	____ / ____ / _____
Place	_____	Copy	Customer / Office

Parties

Field	Value
Business	_____
Address	_____
GSTIN (optional)	_____
Received from	_____

Amount & mode

Field	Value
Amount received (₹)	_____
Amount in words	_____
Mode (Cash / UPI / NEFT / Cheque / Other)	_____
Reference (UTR / cheque no. / cash)	_____

If mode = Cheque: mark 'Subject to realisation' until the cheque clears.

Against invoice / bill

Invoice / bill no.	Invoice date	Invoice total ₹	Applied on this receipt ₹	Notes

Balance

	₹
Invoice total ₹	
Received ₹	
Balance due ₹	

Declaration: Received the sum stated above towards the invoice(s) noted. This acknowledgement is not a tax invoice, bill of supply, or cash memo.

Receiver signature / stamp	Payer acknowledgement (optional)	Optional revenue stamp
		Affix only if your CA / state law requires

Stamp box is a reminder only — Stamp Act Article 53 / state amendments vary. Not legal advice.

Part B — Blank (office copy layout)

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Receipt meta

Field	Value	Field	Value
Receipt no.	_____	Date	____ / ____ / _____
Place	_____	Copy	Customer / Office

Parties

Field	Value
Business	_____
Address	_____
GSTIN (optional)	_____
Received from	_____

Amount & mode

Field	Value
Amount received (₹)	_____
Amount in words	_____
Mode (Cash / UPI / NEFT / Cheque / Other)	_____
Reference (UTR / cheque no. / cash)	_____

If mode = Cheque: mark 'Subject to realisation' until the cheque clears.

Against invoice / bill

Invoice / bill no.	Invoice date	Invoice total ₹	Applied on this receipt ₹	Notes

Balance

	₹
Invoice total ₹	
Received ₹	
Balance due ₹	

Declaration: Received the sum stated above towards the invoice(s) noted. This acknowledgement is not a tax invoice, bill of supply, or cash memo.

Receiver signature / stamp	Payer acknowledgement (optional)	Optional revenue stamp
		Affix only if your CA / state law requires

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Tip: print two copies or duplicate this page — mark one CUSTOMER and one OFFICE. Keep the office copy with the invoice file.

Part C — Filled part-payment example

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Receipt meta

Field	Value	Field	Value
Receipt no.	CR-118	Date	15 Oct 2026
Place	Bengaluru	Copy	Customer + Office

Parties

Field	Value
Business	Nalanda Office Supplies
Address	12, Residency Road, Bengaluru 560025
GSTIN (fictional placeholder)	29AAAAA0000A1Z5
Received from	Shanti Clinic, JP Nagar, Bengaluru (unregistered illustration)

Amount & mode

Field	Value
Amount received (₹)	15,000.00
Amount in words	Rupees Fifteen Thousand Only
Mode	UPI
Reference	UPI-X9K4M2 (fictional)

Against invoice / bill

Invoice / bill no.	Invoice date	Invoice total ₹	Applied on this receipt ₹	Notes
INV-2847	10 Oct 2026	25,960.00	15,000.00	Part payment

Balance

	₹
Invoice total ₹	25,960.00
Received ₹	15,000.00
Balance due ₹	10,960.00

Declaration: Received the sum stated above towards the invoice(s) noted. This acknowledgement is not a tax invoice, bill of supply, or cash memo.

Receiver signature / stamp	Payer acknowledgement (optional)	Optional revenue stamp
		Affix only if your CA / state law requires

Stamp box is a reminder only — Stamp Act Article 53 / state amendments vary. Not legal advice.

Arithmetic: ₹25,960 − ₹15,000 = ₹10,960 balance due. Amount in words matches figures. All names, GSTIN pattern and UPI ref are fictional.

Part D — Field & numbering checklist

☐ Receipt serial is from your receipt series (not reused; not the same series as tax invoices).

☐ Date and place filled.

☐ Business name (+ optional GSTIN) and payer name filled.

☐ Amount in figures AND words — words match figures exactly.

☐ Payment mode + reference (UTR / cheque no. / ‘cash’) filled.

☐ Cheque receipts marked subject to realisation until cleared.

☐ Invoice / bill number(s) applied; full vs part vs on-account clear.

☐ Balance due = invoice total(s) − amount received (for the invoices listed).

☐ Signature / stamp of receiver; optional payer ack; optional revenue-stamp reminder reviewed with CA.

☐ This is NOT used as a substitute tax invoice or as a cash memo for the sale itself.

☐ Large cash? Check current income-tax mode-of-receipt limit (₹2 lakh class rule) with your CA before accepting.

☐ Advance before supply for a GST-registered person? You may need a Rule 50 receipt voucher — see article; ask CA.

Sources (high level): CGST s.31(3)(d)/(e), Rule 50, Rule 51; Income-tax Act 2025 s.186 / s.451 (historic 269ST / 271DA); Indian Stamp Act Schedule I Art.53 (state caution). Full URLs on the article Sources strip and Excel Sources sheet. Checked 23 Oct 2026 Asia/Calcutta.