

## SAMPLE RECEIPT #1

<b>ABC Day Care</b>		
123 Main Street Amazing, NY 12345 123-456-7890	Attention: Ms. Jane Doe 1111 Somewhere Street Somewhere, NY 11111  Note: <i>For Susie Doe's daycare services</i>	PAID
<b>RECEIPT DATE:</b> XX / XX / 20XX  <b>RECEIPT NO.</b> # 22222	<b>Description</b>	<b>Total</b>
	January (year)	\$ 100.00
	February (year)	\$ 200.00
	March (year)	\$ 300.00
	<b>Total Paid</b>	<b>\$ 600.00</b>

## SAMPLE RECEIPT #2

<b>ABC DAY CARE</b> <b>123 Main Street</b> <b>Amazing, NY 12345</b> <b>123-456-7890</b>	<div style="font-size: 36px; color: #00AEEF; font-weight: bold;">RECEIPT</div>		<b>No.</b> <div style="font-size: 24px; color: #FF0000; font-weight: bold;">987654</div>						
	<b>Date</b> XX / XX / 20XX								
	<b>Received From:</b> Ms. Jane Doe	<b>\$ 600.00</b>							
	Six hundred 00/100		<b>Dollars</b>						
	<input type="radio"/> For Rent								
	<input checked="" type="radio"/> For      Susie Doe's daycare services								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px 5px;">ACCT.</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 2px 5px;">PAID</td> <td style="text-align: center; padding: 2px 5px;">✓</td> </tr> <tr> <td style="padding: 2px 5px;">DUE</td> <td></td> </tr> </table>	ACCT.		PAID	✓	DUE		<input checked="" type="radio"/> CASH <input type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD	
	ACCT.								
PAID	✓								
DUE									
FROM XX / XX / 20xx TO XX / XX / 20xx									
BY <u>Provider's Signature</u>									

**Receipt info must contain:**

- A. Receipt date and receipt number
- B. Provider's name, address and phone number
- C. Member's name
- D. Total amount paid
- E. Note indicating child's name
- F. Must indicate "Paid"
- G. Dates for quarters paid
- H. Provider's signature (for receipt type #2)