**EVENT PAYMENT RECEIPT**

|  |  |  |
| --- | --- | --- |
| **Guest(s)/Attendee(s) Information** | | |
| [Guest/Attendee 1 Name] |  | [Guest/Attendee 2 Name] |
| [Street Address] |  | [Street Address] |
| [City, State, Zip] |  | [City, State, Zip] |
| [Phone Number] |  | [Phone Number] |
| [Email Address] |  | [Email Address] |

**Event Information**

Event Date: [Date]

Event Name: [Event Name]

Event Location: [Event Location]

**Payment Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **QTY** | **Event Fee/Description** | **Unit Price** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Notes:** | | **Subtotal** |  |
|  | | **Tax Rate** |  |
| **Total Tax** |  |
| **Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Method:** | | | |
|  | Cash | | |
|  | Check | | |
|  | Credit | | |
|  | Other: | | |
|  | Check/Credit No. | | |
| [Signature] | |  | [Date] |
| **Authorized Signature** | |  | **Date** |

[Name]

|  |
| --- |
| **Representative’s Name** |
| [Title] |
| **Title** |