

Receipt

This is your signed receipt relating to our receipt of _____, received on _____ by _____ of _____ . This represents completing of our transaction relating to the following agreement: _____.

Yours very truly,

Signer

Delivery Agent/Witness

Receipt Review List

This review list is provided to inform you about this document in question and assist you in its preparation. A signed receipt is an overlooked legal tool. It signifies, in most cases, that the transaction is complete. It also serves to put the receiver on notice to that effect, which, in and of itself, can be very helpful (i.e., "It's over and done with.").

1. Make two copies so each party has an original copy. If more than two parties are involved, then make as many more copies as required.
2. It is in your best interests to let the receiver fill out the form himself or herself. You can do so if you choose, except for the signature.
3. In many instances, a principal in the transaction is the ideal person to effect the delivery and receipt signing.