**DONATION RECEIPT TEMPLATE**  ****

**ORGANIZATION**

**LOGO**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **DATE** |   |
|  | **RECEIPT NO.** |   |
|  | **RECEIVED BY** |   |
|  |  |  |  |
|  | **DONOR INFO** |
| Your Organization Name |  | Individual or Company Name |
| 123 Main Street |  | 456 Main Street |
| Hamilton, OH 44416 |  | Hamilton, OH 44416 |
| (321) 456-7890 | Email Address |  | (321) 789-4560 | Email Address |
|  |
| **DESCRIPTION** | **QTY** | **UNIT VALUE** | **TOTAL VALUE** |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
| THANK YOU | TOTAL |  |
|  |  |  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM |  CASH | CHECK |  | CREDIT CARD | MONEY ORDER |

 |
| **www.yourorganizationwebsite.com** |
|   |
|  |  |  |  |  |  |  |
| **DONOR** |  | DONATION RECEIPT |
| Individual or Company Name |  |
| 456 Main Street |  | **DATE** |  |
| Hamilton, OH 44416 |  | **RECEIPT NO.** |  |
| (321) 789-4560 | Email Address |  | **AMOUNT**  |  |
| **THANK YOU** |
| Your Organization Name | 123 Main Street | email address |
| (321) 456-7890 | Hamilton, OH 44416 | www.yourorganizationwebsite.com |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |