**DONATION RECEIPT TEMPLATE**  **[](https://goo.gl/fvGExc)**

**ORGANIZATION**

**LOGO**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | **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** |
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| THANK YOU | | | | | TOTAL | | |  |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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 | | |

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