 **DONATION RECEIPT TEMPLATE**

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| **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 |  |  | (321) 789-4560 |
| Email Address |  |  | Email Address |
|  |  |  |  |  |  |  |
| **DESCRIPTION** | **QTY** | **UNIT VALUE** | **TOTAL VALUE** |
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|  ITEM CASH CHECK CREDIT CARD MONEY OTHER  |
| www.yourorganizationwebsite.com |
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| **DONOR** |  |  |  |  | DONATION RECEIPT |
| Individual or Company Name |  |  |  |  |
| 456 Main Street |  |  | **DATE** |   |
| Hamilton, OH 44416 |  |  | **RECEIPT NO.** |   |
| (321) 789-4560 |  |  | **AMOUNT**  |   |
| Email Address |  |  |  |   |
| –––––––––––––––––––––– THANK YOU –––––––––––––––––––––––– |
|  Your Organization Name | 123 Main Street | Hamilton, OH 44416 |
|  (321) 456-7890 |  | Email Address | www.yourorganization.com |

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