[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Donation+Receipt+doc+11304&lpa=Donation+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w) **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 | |  |  | (321) 789-4560 | | |
| Email Address | |  |  | 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 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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