

Receipt for Draft Document Preparation

Date: [Insert Date]

Received from: [Client's Name]

Address: [Client's Address]

Total Amount: [Insert Amount]

Description of Services:

- Preparation of draft document
- Editing and review services
- Formatting and finalization

Payment Method: [Insert Payment Method]

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]