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| **Receipts** (Currency) | **Date** | **Voucher No.** | **Particulars** | **Total Payment (Currency)** | **Transport** | **Cartage** | **Stationery & Courier** | **Postage** | **Sundries** |
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| * Spacing might not be perfect due to different screen sizes & software versions. |
| * Please use (ALT + Enter) in the respective cell to add more space below. |
| * You may add more columns to the right-hand side for other expenses or taxes (e.g. GST, VAT) as applicable in your country. |