[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=Daycare+Receipt+doc+11304&lpa=Daycare+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w) **DAYCARE RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR LOGO** | |  |  |  |  |  | DAYCARE RECEIPT | | |
|  |  |  |  |  |  | **START DATE** | **END DATE** | **INVOICE DATE** | **INVOICE NO.** |
|  |  |  |  |  |  |  |  |  |  |
| CHILD CARE PROVIDER | |  |  |  |  |  |  |  |  |
| COMPANY NAME |  |  | **NAME OF CHILD** | **DATE** | **DROP OFF TIME** | **PICK UP TIME** | **DURATION (HRS)** | **RATE PER HOUR** | **TOTAL** |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| TELEPHONE |  |  |  |  |  |  |  |  |  |
| EMAIL |  |  |  |  |  |  |  |  |  |
| BILL TO |  |  |  |  |  |  |  |  |  |
| FULL NAME |  |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| ADDRESS |  |  |  |  |  |  |  |  |  |
| TELEPHONE |  |  |  |  |  |  |  |  |  |
| EMAIL |  |  |  |  |  |  |  |  |  |
| COMPANY NAME |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Please make check payable to*  Your Company Name.  *For questions concerning this invoice, please contact*  Name, (321) 456-7890, Email Address  www.yourwebaddress.com | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL HOURS** |  | **SUBTOTAL** |
|  |  |  |  |  |  |  |  |
|  |  |  | Remarks / Instructions: |  |  |  |  | Specify **OTHER** |  |
|  |  |  |  |  |  |  |  | specify **OTHER** |  |
| THANK YOU | |  |  |  |  |  |  | **TOTAL DUE** |  |

|  |
| --- |
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