

Sample Trust Receipt

<i>[name of law practice]</i> TRUST ACCOUNT RECEIPT		
Name:	_____	
Address:	_____ _____	
Receipt Number:	_____	
Date:	_____	Date Received (if different): _____
Received from;	_____	
The sum of;	_____ and _____	cents.
\$ _____	Cheque/Cash/Direct Deposit	
For and on behalf of:	_____	
Matter Reference	Account Name	Matter Description
_____	:	:
Reason:	_____	
	Made out by: _____	
	On behalf of <i>[name of law practice]</i>	

Note:

1. The trust receipt is consecutively numbered and made out in consecutive sequence,
2. The "Date" field refers to the date the trust receipt is made out,
3. The "Date Received" field refers to the date trust money was received, the rules require this date to be recorded if different to the date of making out the trust receipt,
4. The name of the person making out the receipt must be recorded on the receipt,
5. The original receipt must, as soon as practicable, be given to the person from whom the trust money was received,
6. A copy of the receipt must be retained as part of the law practice's trust records.