

Sample Trust Receipt

<i>[name of law practice]</i>		
TRUST ACCOUNT RECEIPT		
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 issued in consecutive sequence,
2. The "Date" field refers to the date of issuing the trust receipt,
3. The "Date Received" field refers to the date trust money was received, the regulations require this date to be recorded if different to the date of issuing the trust receipt,
4. The name of the person issuing the receipt must be recorded in the issued receipt,
5. A copy of the receipt must be retained as part of the law practice's trust records.