Date: [Insert Date]

To: [Payor Name]
Address: [Payor Address]

POST-DATED CHECK RECEIPT AND AGREEMENT

This document serves as a formal acknowledgment that **[Payee Name/Company Name]** (the "Payee") has received the following post-dated check(s) from **[Payor Name]** (the "Payor") as payment for **[Purpose of Payment/Invoice Number]**.

Bank Name	Check Number	Check Date	Amount
[Bank 1]	[Check #1]	[Date 1]	[Amount 1]
[Bank 2]	[Check #2]	[Date 2]	[Amount 2]

Terms and Conditions:

- The Payee agrees to hold and deposit the check(s) only on or after the date(s) written on the face of the check(s).
- The Payor ensures that sufficient funds will be available in the account on the respective due dates.
- In the event a check is dishonored or returned for "Insufficient Funds," the Payor shall be liable for a penalty fee of [Amount] in addition to the original check amount.
- This receipt does not constitute final payment until the funds have been successfully cleared by the bank.

Acknowledged by:

____
[Payee Signature]
[Payee Name/Authorized Representative]
Date: [Insert Date]

Accepted by:

____
[Payor Signature]
[Payor Name]
Date: [Insert Date]