[Hotel Name]

[Hotel Address Line 1]
[City, State ZIP]
[Phone Number] · [Email]

Hotel Receipt

Guest Name:	[Guest Full Name]	Receipt No:	[#]
Room Number:	[Room No]	Date of Issue:	[YYYY-MM-DD]
Check-In:	[YYYY-MM-DD]	Check-Out:	[YYYY-MM-DD]
Payment Method:	[Credit Card/Cash/etc.]		

Description	Qty/Nights	Unit Price	Amount
Room Charge	[N]	[Amount]	[Amount]
Mini Bar	[N]	[Amount]	[Amount]
Other Service	[N]	[Amount]	[Amount]
		Subtotal	**[Amount]**
		Tax	**[Amount]**
		Total	**[Amount]**

Amount Paid: [Amount]

Balance Due: [Amount]

Thank you for staying with us!
[Hotel Name]