

Hotel Receipt

Business Travelers Receipt Template

Hotel Name: _____

Receipt No.: _____

Hotel Address: _____

Date of Issue: _____

Hotel Phone/Email: _____

Tax ID / VAT No.: _____

Guest Information

Guest Name: _____

Company Name: _____

Address: _____

Contact Number: _____

Email: _____

Booking Ref.: _____

Stay Details

Check-in Date: _____

Check-out Date: _____

Room Type: _____

Room No.: _____

No. of Nights: _____

No. of Guests: _____

Charges

Date	Description	Qty	Unit Price	Amount
Subtotal				

Taxes / Fees		
Total Amount		
Payment Method: _____	Paid:	
Balance Due		

Notes / Special Requests

Authorized By (Signature):

Date: _____

Thank you for staying with us!