

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!