

[Hotel Name]

[Hotel Address Line 1]  
[Hotel Address Line 2]  
Phone: [Hotel Phone] | Email: [Hotel Email]  
Tax ID: [Hotel Tax ID]

Receipt Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Booking Reference: \_\_\_\_\_  
Guest Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_

Check-in Date: \_\_\_\_\_  
Check-out Date: \_\_\_\_\_  
Room Number: \_\_\_\_\_  
Room Type: \_\_\_\_\_

Description	Rate	Nights/Qty	Amount
Subtotal			
Taxes & Fees			
Total Amount			
Paid By			

Notes / Special Requests:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Guest Signature

Authorized Hotel Signature  
Thank you for choosing [Hotel Name].  
This receipt is issued for corporate rate accommodation only.