

# [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.