

Hotel Receipt

Extended Stay Template

Receipt No.:

Date of Issue:

Hotel Name:

Hotel Address:

Hotel Phone/Email:

Guest Name:

Guest Address:

Check-in Date:

Check-out Date:

Room Number/Type:

Charges Detail

Description	Rate	Quantity/Nights	Total
Subtotal			
Taxes/Fees			
Total Amount			
Amount Paid			
Balance Due			

Guest Signature

Authorized Hotel Signature