

# Hotel Receipt

Hotel Name: \_\_\_\_\_  
Hotel Address: \_\_\_\_\_  
Contact No: \_\_\_\_\_

Receipt No: \_\_\_\_\_  
Date: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Guest Address: \_\_\_\_\_

Room No: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Description	Rate	Qty/Days	Amount
<b>Subtotal</b>			
<b>Taxes</b>			
<b>Total</b>			

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Guest Signature

Date: \_\_\_\_\_

Thank you for staying with us!