

[Hotel Name]

[Hotel Address] | [Phone Number] | [Email]

Hotel Receipt

Last-Minute Reservation

Guest Name:	_____	Receipt No.:	_____
Reservation Date:	_____	Date Issued:	_____
Check-In Date:	_____	Check-Out Date:	_____
Room Type:	_____	Room No.:	_____
Payment Method:	_____	Reference No.:	_____

Description	Nights/Qty	Rate	Amount

			Subtotal _____
			Taxes & Fees _____
			Total Amount _____
			Amount Paid _____
			Balance Due _____

Authorized Signature: _____