

# Hotel Receipt

Hotel Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

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

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

Room Number: \_\_\_\_\_

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

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

## Room Service Charges

Description	Date	Qty	Unit Price	Total
Subtotal				
Taxes				
Total				

Payment Method: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Guest Signature