

Guest Transaction Receipt

Hospitality Establishment Name

Address, City, Country

Phone: (xxx) xxx-xxxx | Email: info@example.com

Receipt No.: _____
Date: __ / __ / __

Guest Name: _____
Room No.: _____

Check-in: __ / __ / __
Check-out: __ / __ / __

Description	Qty	Unit Price	Amount
Room Charge	—	—	—
Mini Bar	—	—	—
Restaurant	—	—	—
Other Services	—	—	—
		Subtotal	_____
		Taxes & Fees	_____
		Total	_____
		Amount Paid	_____
		Balance	_____

Payment Method: _____
Handled by: _____

Thank you for staying with us.
We look forward to welcoming you again.