

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.