

Hotel Room Rental Receipt

Hotel Name

Address

Contact Number

Receipt Number

Date of Issue

Guest Details

Guest Name

Contact Number

Email

Room & Stay Information

Room Number

Room Type

Check-in Date

Check-out Date

Number of Nights

Number of Guests

Charges

Description	Qty	Rate	Amount

Payment Details

Subtotal

Payment Method

Taxes & Fees

Payment Date

Total Amount

Transaction ID / Ref. No.

Amount Paid

Balance Due

Authorized Signature

Guest Signature

Thank you for staying with us!