

Hotel Receipt

Date: _____
Receipt #: _____

Hotel Name

123 Main Street, City, Country
Phone: (123) 456-7890
Email: info@hotel.com

Guest Information

Guest Name: _____
Room Number: _____
Address: _____
Check-in Date: _____
Check-out Date: _____

Charges

| Description | Qty | Rate | Amount |
|--------------------|-------|-------|--------|
| Room Charge | _____ | _____ | _____ |
| Room Service | _____ | _____ | _____ |
| Laundry | _____ | _____ | _____ |
| Other | _____ | _____ | _____ |
| Total | | | _____ |
| Amount Paid | | | _____ |
| Balance Due | | | _____ |

Guest Signature _____

Authorized Signature _____

Thank you for staying with us!