

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!