

# Hotel Stay Receipt

Name of Hotel  
Address Line 1, City, COUNTRY  
Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ | Email: info@hotel.com

**Receipt No:**

**Date of Issue:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Guest Name:**

**Contact Number:**

**Address:**

**Check-in Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Check-out Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Room No / Type:**

**Total Nights:**

Description	Rate	Qty	Amount
Room Charge	_____	_____	_____
Taxes & Fees	_____	_____	_____
Other Services	_____	_____	_____

**Total Amount:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature