

# Accommodation Receipt

[Hotel Name]  
[Hotel Address]  
[Hotel Contact Information]

## GUEST INFORMATION

Guest Name: [Guest Full Name] Receipt No.: [#####]  
Address: [Guest Address] Date: [DD/MM/YYYY]

## ACCOMMODATION DETAILS

Check-in Date: [DD/MM/YYYY] Check-out Date: [DD/MM/YYYY]  
Room Number: [Room No.] Room Type: [Room Type]  
Number of Guests: [Number] Nights Stayed: [Number]

## CHARGES

Description	Unit Price	Quantity	Amount
Room Rate	[Currency][Price]	[Nights]	[Currency][Total]
Additional Services	[Currency][Price]	[Qty]	[Currency][Total]
Taxes & Fees			[Currency][Total]
<strong>Grand Total [Currency][Total]</strong>			
Amount Paid [Currency][Paid]			
Balance Due [Currency][Balance]			

Thank you for choosing [Hotel Name].  
This is your official accommodation receipt.