

# 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]
Grand Total			[Currency][Total]
Amount Paid			[Currency][Paid]
Balance Due			[Currency][Balance]

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