

# Hotel Billing Receipt

Detailed Statement

Hotel Name  
Street Address  
City, State ZIP  
Country  
Phone: (xxx) xxx-xxxx  
Email: hotel@email.com

Receipt No.:  
Date Issued:  
Guest Name:  
Room No.:  
Check-in:  
Check-out:

## Charges Details

Date	Description	Reference	Qty/Days	Rate	Amount
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## Summary

	Sub-total
	Taxes & Fees
	Other Charges
	<b>Total Amount</b>
	Payments Received
	Balance Due

## Guest & Hotel Signatures

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Guest Signature

\_\_\_\_\_

Authorized Signature

Thank you for staying with us!