

# 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

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Authorized Signature

Thank you for staying with us!