

Hotel Name

123 Sample Street

City, Country 12345

Phone: (123) 456-7890

Email: info@hotel.com

Payment Receipt

Date: _____

Receipt #: _____

Guest Details

Name: _____

Address: _____

Phone: _____

Email: _____

Reservation Info

Room No: _____

Check-In: _____

Check-Out: _____

Booking Ref: _____

Invoice Details

#	Description	Qty	Unit Price	Amount
1	Room Charge	—	—	—
2	Food & Beverages	—	—	—
3	Other Services	—	—	—

Subtotal: _____

Taxes & Fees: _____

Total: _____

Amount Paid: _____

Balance Due: _____

Payment Method: _____

Received By: _____

Thank you for staying with us!

Please retain this receipt for your records.