

# Hotel Name

123 Main Street, City, Country — +123 456 7890

## Guest Receipt

Date: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Check-in: \_\_\_\_\_

Check-out: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Booking Ref: \_\_\_\_\_

Description	Qty	Unit Price	Amount
Room Charge	_____	_____	_____
Taxes & Fees	_____	_____	_____
Extra Services	_____	_____	_____
Other	_____	_____	_____
<b>Subtotal</b>		_____	
<b>Total</b>		_____	
<b>Amount Paid</b>		_____	
<b>Balance</b>		_____	

Thank you for staying with us.  
Please contact reception for any inquiries.  
-- End of Receipt --