

**Note for Hoteliers:** Easily personalize the hotel details, guest info, and itemized charges for every guest stay. This format is fully adaptable for small hotels.

## Sunset View Inn

123 Ocean Drive, Beach Town  
Phone: (555) 123-4567, Email: info@sunsetviewinn.com

### HOTEL RECEIPT

**Receipt No:** 2024-00123      **Date:** 2024-06-21  
**Guest Name:** John Doe      **Room No:** 204  
**Check-in:** 2024-06-18      **Check-out:** 2024-06-21

Description	Qty	Rate	Amount
Room Rent (Deluxe, 3 Nights)	3	\$80.00	\$240.00
Breakfast Included	3	\$0.00	\$0.00
Laundry Service	2	\$10.00	\$20.00
Mini Bar	1	\$12.00	\$12.00
<b>Subtotal</b>			\$272.00
Taxes (10%)			\$27.20
<b>Total Amount</b>			<b>\$299.20</b>
Paid by			Credit Card

Thank you for choosing Sunset View Inn.  
*We hope you enjoyed your stay!*