

Hotel Receipt

Sample Form Including Additional Guest Charges

Hotel Name: [Enter Hotel Name]

Address: [Hotel Address]

Contact: [Hotel Phone/Email]

Guest Name	[Guest Full Name]	Receipt No.	[#]
Check-in Date	[MM/DD/YYYY]	Check-out Date	[MM/DD/YYYY]
Room Number	[Room #]	Payment Method	[Cash/Card/Other]

Description	Rate (per night/charge)	Quantity/Nights	Amount
Room Charge	\$[Rate]	[Nights]	\$[Total Room]
Additional Guest (Adult)	\$[Additional Rate]	[# Adults]	\$[Total Adult]
Additional Guest (Child)	\$[Additional Rate]	[# Children]	\$[Total Child]
Other Charges (specify)	\$[Other Rate]	[Qty]	\$[Other Total]
			Subtotal \$[Subtotal]
			Tax (%) \$[Tax]
			Total Amount Due \$[Grand Total]

Thank you for staying with us! Please review all charges. For questions or clarifications, contact the front desk.

Date Issued: [MM/DD/YYYY]