

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]