

# Hotel Receipt

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Client Information

Company Name: \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Contact Email/Phone: \_\_\_\_\_

## Stay & Charges

Date (Check-in)	Date (Check-out)	Room Type	Rate/Night	No. of Nights	Subtotal
____ / ____ / ____	____ / ____ / ____	_____	\$ _____	____	\$ _____

## Additional Charges

Description	Amount
_____	\$ _____
_____	\$ _____

Subtotal	\$ _____
Taxes/Fees	\$ _____
Total	\$ _____
Payment Method	_____

Authorized Signature: \_\_\_\_\_

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

Our **customizable hotel receipt form** sample is designed specifically for corporate clients, ensuring all essential details are clearly documented. It enables streamlined expense tracking and seamless integration with company accounting systems. Tailor the form to suit your business needs for efficient and professional transaction records.