

# Hotel Receipt Form - Extended Stay

This **hotel receipt form** sample is designed specifically for extended stay accommodations, providing clear and detailed documentation of guest charges. It includes sections for room rates, additional services, and payment details to ensure transparency. Use this template to streamline billing and enhance guest trust during long-term stays.

Guest Information			
Name:		Receipt No.:	
Address:		Phone:	
Check-in Date:		Check-out Date:	

Room Charges				
Room No.	Type	Nightly Rate	No. of Nights	Total

Additional Services			
Description	Unit Price	Quantity	Total
Laundry			
Room Service			
Other			

	Subtotal:	
	Taxes/Fees:	
	Total Amount Due:	
	Paid Amount:	
	Balance Due:	

Payment Information			
Payment Method:		Date of Payment:	
Reference/Transaction No.:		Processed By:	

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_