

Hotel Receipt

Hotel Name: [Your Hotel Name]

Address: [Hotel Address]

Phone: [Hotel Phone]

Guest Name:	[Guest Name]
Check-in Date:	[Check-in Date]
Check-out Date:	[Check-out Date]
Room Number:	[Room Number]
Receipt No.:	[Receipt Number]

Charge Details

Description	Amount
Room Charges	[Room Charges]
Service Charges	[Service Charges]
Taxes	[Taxes]
Total	[Total Amount]

Payment Method: [Cash / Credit Card / Other]

Date of Payment: [Payment Date]

Thank you for staying with us!