

# Sample Hotel Receipt Form

Hotel Name: **Sunrise Inn & Suites**  
Address: 123 Main Street, Springfield, USA  
Phone: (555) 123-4567 | Email: info@sunriseinn.com

## Guest Information

Guest Name:	Jane Doe	Booking ID:	HTL-23981
Check-in Date:	2024-06-10	Check-out Date:	2024-06-13
Room Number:	504	Room Type:	Deluxe Queen

## Nightly Rate Itemization

Date	Description	Rate (USD)	Tax (USD)	Total (USD)
2024-06-10	Room Charge Night 1	120.00	12.00	132.00
2024-06-11	Room Charge Night 2	120.00	12.00	132.00
2024-06-12	Room Charge Night 3	130.00	13.00	143.00
Grand Total				\$407.00

## Payment Information

Payment Method:	VISA 1234	Date Paid:	2024-06-13
Amount Paid:	\$407.00	Status:	Paid in Full

Thank you for staying at Sunrise Inn & Suites. For questions regarding this receipt, please contact our front desk.