

Hotel Name

Address Line 1
Address Line 2
Phone: (000) 000-0000
Email: info@hotel.com

Hotel Receipt

Receipt Number: _____

Date of Issue: _____ / _____ / _____

Guest Information

Guest Name	_____
Address	_____
Contact Number	_____
Email	_____

Stay Details

Check-in Date	_____ / _____ / _____	Check-out Date	_____ / _____ / _____
Room Number	_____	Number of Guests	_____

Payment & Charges

Description	Amount (USD)
Room Charges	_____
Food & Beverages	_____
Other Services	_____
Subtotal	_____
Tax (%)	_____
Total Amount Paid	_____

Payment Details

Payment Mode	Cash / Credit Card / Other: _____
Transaction ID	_____
Payment Date	_____ / _____ / _____

Authorized Signature _____

Date _____

Download our **printable hotel receipt format** designed specifically for tax purposes, ensuring all essential details are clearly documented. This format includes sections for guest information, payment details, and tax breakdowns, making it ideal for expense tracking. Simplify your accounting with a professional and easy-to-use hotel receipt template.