

Hotel Receipt

Our **customizable hotel receipt template** form sample provides a professional and easy-to-edit solution for documenting guest transactions. Designed for clarity and accuracy, it ensures all essential details like guest information, room charges, and payment methods are clearly presented. This template simplifies the billing process, making it perfect for hotels of all sizes.

Hotel Details

Hotel Name:

Enter hotel name

Address:

Enter hotel address

Contact Number:

Enter contact number

Guest Information

Guest Name:

Enter guest name

Email:

Enter guest email

Phone:

Enter guest phone

Stay Details

Check-in Date:

Check-out Date:

Room Number:

Room number

Room Type:

e.g. Deluxe Suite

Charges

Description	Qty/Days	Unit Price	Amount
Subtotal			0
Tax (%)			0
Total Amount			0

Description	Qty/Days	Unit Price	Amount
Room Charge	1	0	0
Extra Services	0	0	0
Other Charges	0	0	0
Subtotal			0
Tax (%)			0
Total Amount			0

Payment Information

Payment Method:

Cash

Payment Status:

Paid

Authorized Signature

Signature:

Enter name or signature

Thank you for choosing our hotel!

Please contact the front desk for any queries regarding this receipt.