

# Hotel Receipt Form Sample for Group Bookings

Use this **hotel receipt form sample** for group bookings to ensure accurate billing and streamlined payment processing. It captures essential details like guest names, room rates, and group discounts, facilitating clear and organized transactions. This template is ideal for event coordinators and travel planners managing multiple reservations simultaneously.

## Hotel and Booking Information

|                    |  |                   |  |
|--------------------|--|-------------------|--|
| Hotel Name         |  | Booking Reference |  |
| Hotel Address      |  | Contact Number    |  |
| Check-in Date      |  | Check-out Date    |  |
| Group/Company Name |  |                   |  |

## Guest and Room Details

| # | Guest Name | Room Number | Room Type | Rate/Night | Nights | Amount |
|---|------------|-------------|-----------|------------|--------|--------|
| 1 |            |             |           |            |        |        |

## Summary

|                    |  |
|--------------------|--|
| Subtotal           |  |
| Group Discount (%) |  |
| Discount Amount    |  |
| Taxes & Fees       |  |
| Total Amount Due   |  |
| Amount Paid        |  |
| Balance Due        |  |

## Payment Details

|                |  |
|----------------|--|
| Payment Method |  |
| Transaction ID |  |
| Payment Date   |  |

Notes: \_\_\_\_\_

Thank you for choosing our hotel for your group booking!