

# 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!