

Hotel Receipt Form

This **hotel receipt form sample** includes detailed sections for meal charges and parking fees, ensuring clear documentation of all guest expenses. It is designed to provide an itemized breakdown for easy review and accurate billing. The form enhances transparency between the hotel and its guests by capturing all relevant details in one place.

Hotel Name:		
	Contact Number: _____	
Hotel Address:	_____	

Guest Name	_____	Room Number	_____
Check-in Date	____ / ____ / ____	Check-out Date	____ / ____ / ____

Itemized Charges

Description	Quantity	Unit Price	Amount
Room Rate	_____	\$_____	\$_____
Breakfast	_____	\$_____	\$_____
Lunch	_____	\$_____	\$_____
Dinner	_____	\$_____	\$_____
Parking Fee	_____	\$_____	\$_____
Laundry	_____	\$_____	\$_____
Other (Specify): _____	_____	\$_____	\$_____
		Subtotal	\$_____
		Tax (____%)	\$_____
		Total Amount	\$_____
		Paid	\$_____
		Balance Due	\$_____

Payment Method

Cash Credit Card Other (Specify): _____

Authorized Signature

Guest Signature: _____ Date: ____ / ____ / ____

Front Desk Staff: _____

Thank you for staying with us! If you have any questions regarding this receipt, please contact the front desk.