

# 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.