

Hotel Bill Receipt Template Example

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Starlight Resort Hotel

Hotel Bill Receipt

Hotel Name	Starlight Resort Hotel
Address	123 Oceanview Drive
Phone	(555)-123-4567
Email	
Website	

Guest Information

Name	Brooklyn Jansen
Contact Details	
Room Number	

Receipt Details

Receipt Number	45678XYZ
Date Issued	12/20/20XX
Check-In Date	12/15/20XX
Check-Out Date	12/20/20XX

Itemized Charges

Date	Description	Amount	Credit	Balance
12/15/20XX - 12/19/20XX	Room charge	\$1,000.00		\$1,000.00
12/16/20XX	Meals	\$250.00	\$25.00	\$1,225.00
12/16/20XX	Amenities	\$100.00		\$1,325.00
12/16/20XX	Parking fee	\$20.00		\$1,345.00
		\$200.00		\$1,545.00
				\$1,545.00

Additional Charges

Date	Description	Amount	Credit	Balance
12/15/20XX - 12/19/20XX	Service Charges	\$15.00		\$15.00
12/20/20XX	Gratuities	\$22.00	\$10.00	\$27.00
	Other			\$27.00
			Subtotal	\$1,614.00
			Taxes or Fees	\$55.00
			Grand Total	\$1,669.00

Payment Details

Payment Status	Paid / Unpaid
Payment Method	Credit Card
Notes	Thank you for choosing Starlight Resort Hotel. If you have any questions about your bill, please contact us at (555) 123-4567 or reservations@starlightresort.com.

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