**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12300&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Bill+Receipt+Template-word-12300&lpa=Hotel+Bill+Receipt+Template+word+12300)Hotel Bill Receipt Template Example**



**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. | | | |

**Hotel Bill Receipt Template**

Hotel Bill Receipt

**Company Logo**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel Name** |  | | | |
| **Address** |  | | | |
| **Phone** |  | | | |
| **Email** |  | | | |
| **Website** |  | | | |
| Guest Information |  |  |  |  |
| **Name** |  | | | |
| **Contact Details** |  | | | |
| **Room Number** |  | | | |
| Receipt Details |  |  |  |  |
| **Receipt Number** |  | | | |
| **Date Issued** |  | | | |
| **Check-In Date** |  | | | |
| **Check-Out Date** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Itemized Charges |  |  |  |  |
| **Date** | **Description** | **Amount** | **Credit** | **Balance** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Additional Charges | |  |  |  |
| **Date** | **Description** | **Amount** | **Credit** | **Balance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Subtotal** |  |
|  |  |  | **Taxes or Fees** |  |
|  |  |  | **Grand Total** |  |
| Payment Details |  |  |  |  |
| **Payment Status** | Paid / Unpaid | | | |
| **Payment Method** |  | | | |
| **Notes** |  | | | |

|  |
| --- |
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