**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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