

Itemized Hotel Receipt Template Example

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Starlight Resort Hotel

Itemized Hotel Receipt

Starlight Resort Hotel

Address	123 Oceanview Drive
Phone	(555)-123-4567
Email	
Website	

Guest Information

Name	Leigh Gibbs
Contact Details	leigh.gibbs@example.com
Room Number	210

Receipt Details

Receipt Number	78910XYZ
Issuance Date	12/20/20XX
Check-In Date	12/15/20XX
Check-Out Date	12/20/20XX

Detailed Breakdown of Charges

Room Type	Description / Notes	Rate per Night	Number of Nights	Total Room Charge
Deluxe King Room	Not Applicable	\$200.00	5	\$1,000.00
Food and Beverage Charges				
Service Description		Rate	Quantity	Total
Breakfast	Hotel Diner	\$25.00	5	\$125.00
Lunch	Hotel Diner	\$40.00	4	\$160.00
Dinner	Taproom	\$50.00	5	\$250.00
Drinks	Taproom	\$10.00	8	\$80.00
Laundry Services				
Service Description		Rate	Quantity	Total
Regular Laundry	Three items	\$15.00	3	\$45.00
Dry Cleaning	Two coats	\$25.00	2	\$50.00
Spa Services				
Service Description		Rate	Quantity	Total
Massage	Basic Package	\$120.00	1	\$120.00
Facial	Basic Package	\$80.00	1	\$80.00
Miscellaneous Services				
Service Description		Rate	Quantity	Total
Parking		\$20.00	5	\$100.00
Internet		\$10.00	5	\$50.00
Subtotal Room Charges				\$1,000.00
Subtotal Food and Beverage Charges				\$615.00
Subtotal Laundry Services				\$95.00
Subtotal Spa Services				\$200.00
Subtotal Miscellaneous Services				\$150.00
Taxes and Fees				
Total Amount Due				\$4,120.00

Payment Information

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

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Guest Information

Name	
Contact Details	
Room Number	

Receipt Details

Receipt Number	
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Payment Information

Payment Status	
Payment Method	
Notes	

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