**Itemized Hotel Receipt Template Example**

**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. |

**Itemized Hotel Receipt Template**

Itemized Hotel Receipt

**Company Logo**

|  |  |  |
| --- | --- | --- |
| Hotel Name |  |  |
| Address |  |
| Phone |  |
| Email |  |
| Website |  |
| Guest Information |  |  |  |  |
| Name |  |
| Contact Details |  |
| Room Number |  |
| Receipt Details |  |  |  |  |
| Receipt Number |  |
| Issuance Date |  |
| Check-In Date |  |
| Check-Out Date |  |
| Detailed Breakdown of Charges |  |  |  |
| **Room Type** | **Description / Notes** | **Rate per Night** | **Number of Nights** | **Total Room Charge** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Food and Beverage Charges** |
| **Service Description** | Rate | Quantity | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Laundry Services** |
| **Service Description** | Rate | Quantity | Total |
|  |  |  |  |  |
|  |  |  |  |  |
| **Spa Services** |
| **Service Description** | Rate | Quantity | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|   |   |  |  |  |
| **Miscellaneous Services** |
| **Service Description** | Rate | Quantity | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Room Charges** |  |
| **Subtotal Food and Beverage Charges** |  |
| **Subtotal Laundry Services** |  |
| **Subtotal Spa Services** |  |
| **Subtotal Miscellaneous Services** |  |
| **Taxes and Fees** |  |
| **Total Amount Due** |  |
| Payment Information |  |  |  |
| **Payment Status** |  |
| **Payment Method** |  |
| **Notes** |  |

|  |
| --- |
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