**[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=Itemized+Hotel+Receipt+Template-word-12300&lpa=Itemized+Hotel+Receipt+Template+word+12300)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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