

Simple Hotel Receipt Template

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Hotel
Receipt

Address	
Phone	
Email	
Website	

Guest Information

Name	
Contact Details	

Receipt Details

Receipt Number	
Issuance Date	

Stay Information

Room Number	
Check-In Date	
Check-Out Date	

Charges

Room Type	Description / Notes	Rate per Night	Number of Nights	Total Room Charge
Additional Charges, Amenities, and/or Services		Rate	Quantity	Total
			Taxes	
			Additional Fees	
Total Amount Due				

Payment Information

Payment Method	
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Authorization

I, the undersigned, confirm receipt of the above services and agree to the charges detailed in this receipt.

Signature	
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Date	
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