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

Hotel  
Receipt

**Company Logo**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hotel Name | | |  |  |
| Address | Street, City, ZIP | | | |
| Phone | (000) 000-0000 | | | |
| Email |  | | | |
| Website |  | | | |
| Guest Information |  |  |  |  |
| Name | Name | | | |
| Contact Details | Phone, Email, Address | | | |
| Receipt Details |  |  |  |  |
| Receipt Number |  | | | |
| Issuance Date | MM/DD/YY | | | |
| Stay Information |  |  |  |  |
| Room Number |  |  |  |  |
| Check-In Date |  |  |  |  |
| Check-Out Date |  |  |  |  |
| Charges |  |  |  |  |
| Room Type | Description / Notes | Rate per Night | Number of Nights | Total Room Charge |
| Description | Additional Information | $250.00 | 2 | $500.00 |
|  |  |  | 0 |  |
|  |  |  | 0 |  |
|  |  |  | 0 |  |
| Additional Charges, Amenities, and/or Services | | Rate | Quantity | Total |
|  | | $22.00 | 1 | $22.00 |
|  | |  | 0 |  |
|  | |  | 0 |  |
| Taxes | | | |  |
| Additional Fees | | | |  |
| **Total Amount Due** | | | | **$522.00** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payment Information | |  |  |  |
| Payment Method | Credit Card, Debit Card, Cash, Other | | | |
| Authorization |  |  |  |  |
| I, the undersigned, confirm receipt of the above services and agree to the charges detailed in this receipt. | | | | |
| Signature | Name | | | |
| Date | MM/DD/YY | | | |

|  |
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