**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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