Property name: _____

Address: _____

Phone: _____ Email: _____

HOTEL RECEIPT

Receipt No.:	Date:

GUEST

Guest name:	Confirmation No.:
Address / Email:	Phone:

STAY

Check-in:	Check-out:	Nights:
Room type:	Room No.:	Guests:

CHARGES

DESCRIPTION	NIGHTS / QTY	RATE	AMOUNT
Room charge			

Subtotal	
Lodging / occupancy tax	
Other fees	
Less deposit paid	
TOTAL PAID	

PAYMENT

☐ Cash ☐ Credit card ☐ Debit card ☐ Bank transfer ☐ Other: _____

Card ending in: _____ Authorization / reference: _____

This receipt confirms payment received for the stay described above.

Received by (name & signature): _____

Thank you for staying with us!

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