

Hotel Receipt Template Word

Hotel Details

- Name of Hotel: _____
- Location: _____

Guest Details

- Name: _____
- Contact Number: _____
- Duration of Stay: _____

Room Information

- Type of Room: _____
- Daily Rate: _____
- Extra Services: _____

Charges Summary

- Base Room Charge: _____
- Additional Services: _____
- Total Tax: _____
- Grand Total: _____

Payment

- Paid by: _____
- Date of Payment: _____

Table of Expenses

Item	Date	Cost (\$)	Paid
Room Charge			
Spa			
Dining			
Others			
Room Charge			
Spa			
Dining			
Others			

- **Acknowledged by:** _____

- **Date:** _____