****

**HOTEL RECEIPT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **GUEST NAME** |  | **RECEIPT NO.** |  |
| **STREET ADDRESS** |  | **ROOM NO.** |  |
| **CITY, STATE & ZIP** |  | **DISCOUNT CODE** |  |
| **PHONE** |  | **COMPANY** |  |
| **EMAIL** |  | **CONFERENCE NO.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ARRIVAL DATE** |  | **DEPARTURE DATE** |  |
| **ARRIVAL TIME** |  | **DEPARTURE TIME** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NUMBER OF GUESTS** | **ADULTS** |  | **CHILDREN** |  |
| **ADDITIONAL ROOMS** | **GUEST** |  | **CONFERENCE** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE OF CHARGE** | **DESCRIPTION** | **QTY** | **AMOUNT** | **TOTAL** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **SUBTOTAL** |  |
| **ATTENDANT NAME** |  |  | **TAX** |  |
|  |  |  | **TOTAL** |  |
| **GUEST SIGNATURE** |  |  | **AMOUNT PAID** |  |
|  |  |  | **AMOUNT DUE** |  |

HOTEL NAME

HOTEL ADDRESS, CITY, STATE & ZIP

tel: 321-456-7890 | email: reservations@hotelname.com | web: hotelname.com

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |