HOTEL RECEIPT

Property name		**Property address**	
Receipt number		**Guest name**	
Room or unit		**Check-in**	
Check-out		**Room nights**	

Charges

Description	Qty	Rate	Amount
Room charges (nights × rate)			
Extra (breakfast, late check-out, …)			

Subtotal	
Tax amount (enter amount)	
Deposit paid	
Paid at check-out	
Balance remaining	

Payment method	

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