**HOTEL RECEIPT**

[Hotel Name]

[Hotel Phone Number]

[Hotel Street Address]

[City/State/ZIP]

|  |
| --- |
| **Bill to:** |
| [Company Name] |
| [Name] |
| [Street Address] |
| [City, State, Zip] |
| [Phone Number] |
| [Email Address] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Number** | **Price/Night** | | **# of Nights** | **Additional Charges** | **Line Total** |
|  |  | |  |  |  |
|  |  | |  |  |  |
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|  |  | |  |  |  |
|  |  | |  |  |  |
| **Payment Method:** | | | | **Subtotal:** |  |
| Cash | | Credit | | **Sales Tax:** |  |
| Check | | Other: | | **Total:** |  |