Receipt Sample Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Room** | **Description** | **Room Price** | **Amount** |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
| **Subtotal** | | | | 0.00 |
| **Tax** | | | |  |
| **Total Due** | | | | 0.00 |

**Make all checks payable to:** Write Company Name Here

**THANK YOU FOR YOUR BUSINESS!**

|  |  |
| --- | --- |
| **To:** |  |
|  |  |

Hotel Logo Here

**Hotel Name**

Address Line 1

Address Line 2

City, State, Zip Code

Phone: 555-555-5555

Website: ……………..

DD/MM/YYYY