**Hotel Bill Receipt Template**

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| **Hotel Bill Receipt** |
| Name of the Hotel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bill No: [specify an unique number] |  |
| Number of hotel rooms booked |  |
| Room rate |  |
| Room Number |  |
| Check in Time and date: | [specify time in \_\_\_\_\_: \_\_\_\_\_\_pm/am and date in dd-mm-yy] |
| Check out Time and date: | [specify time in \_\_\_\_\_: \_\_\_\_\_\_pm/am and date in dd-mm-yy] |
| Room boarded by: \_\_\_\_\_\_\_\_\_\_ [name of the individual]Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [address of the same]Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the food services | Quantity per unit | Total amount |
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| Miscellaneous or other hotel services  | Rate of each services | Total amount |
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|  |  |  |
| Percentage of sales tax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [%]Grand total amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [inclusive of all taxes]Discount offered: \_\_\_\_\_\_\_\_\_\_ [mention if any concession is offered by the hotel authority to the individual] |
| Payment Mode: [mention the mode of payment by which the individual paid off the charges that are incurred for taking the hotel services]* Cash / Cheque
* Debit/ Credit Cards
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