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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel Name****Hotel Address****Hotel City State Zip1****Hotel Contact Information**     |

|  |  |
| --- | --- |
| Account: | 10001 |
| Date: | 04-20-20XX |
| Room: | 123 |
|  Arrival Date: | 04-10-20XX |
|  Departure Date: | 04-20-20XX |
| Check In Time: | 9:14 PM |
|  Check Out Time: | 8:30 AM |
|  Frequent Traveler ID: |  |
|   You were checked out by: | Jerry M. |
|   You were checked in by: | Terresa J. |
| **Total Balance Due:** |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Date** | **Description** | **Comment** | **Amount** |

 |

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| --- | --- | --- | --- |
| 04/10/20XX | Room | #220 Wiesner | 123.89 |
| 04/10/20XX | Sales Tax |  | 9.91 |
| 04/11/20XX | Room | #220 Wiesner | 123.89 |
| 04/11/20XX | Sales Tax |  | 9.91 |
| 04/11/20XX | Movie | Sleepless in Seattle | 9.95 |
| 04/12/20XX | Room | #220 Wiesner | 123.89 |
| 04/12/20XX | Sales Tax |  | 9.91 |
| 04/13/20XX | Room | #220 Wiesner | 123.89 |
| 04/13/20XX | Sales Tax |  | 9.91 |
| 04/13/20XX | VISA Payment | Autopayment xxxxxxxxxxxx1245 | -545.15 |
| 04/13/20XX | Movie | Good Times | 9.95 |
| 04/14/20XX | Room | #220 Wiesner | 123.89 |
| 04/14/20XX | Sales Tax |  | 9.91 |
| 04/15/20XX | Room | #220 Wiesner | 123.89 |
| 04/15/20XX | Sales Tax |  | 9.91 |
| 04/16/20XX | Room | #220 Wiesner | 123.89 |
| 04/16/20XX | Sales Tax |  | 9.91 |
| 04/17/20XX | Room | #220 Wiesner | 123.89 |
| 04/17/20XX | VISA Payment | Autopayment xxxxxxxxxxxx1245 | -535.24 |
| 04/17/20XX | Sales Tax |  | 9.91 |
| 04/18/20XX | Room | #220 Wiesner | 123.89 |
| 04/18/20XX | Sales Tax |  | 9.91 |
| 04/18/20XX | Movie | Airport | 9.95 |
| 04/19/20XX | Room | #220 Wiesner | 123.89 |
| 04/19/20XX | Sales Tax |  | 9.91 |
| 04/17/20XX | VISA Payment | Final Payment xxxxxxxxxxxx1245 | -287.46 |

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| --- |
| Summary |

|  |  |  |  |
| --- | --- | --- | --- |
|   | Room |   | 1238.90 |
|   | Sales Tax |   | 99.10 |
|   | Movie |   | 29.85 |
|   | VISA Payment |   | -1367.85 |
|   |   |   | \_\_\_\_\_\_\_\_\_ |
|   |   |   | Balance Due:            0.00 |
| X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Guest Signature |   |   |   |