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|  |  |  |  |  |  | **RECEIPT** |
|  |
| Mr. Guest name | **Room No.** | **Reg No.** | **Pax** | **Room Type** | **Nationality**  |
| Address line 1 |   |   |   |   |   |
| Address Line 2 | **Room Rate** | **Arrival** | **Departure** | **Invoice No.** |
| Address Line 3 |   |  |  |   |
|  |   |  |  |   |
| Billing Instructions |   |
| Date | **Description** | **Voucher** | **Charges** | **Credit** | **Balance** |
| 14/01/XX | Room Charge |  | 5678.00 |  | 5678.00 |
| 14/01/XX | Lux Tax |  | 887.00 |  | 887.00 |
| 14/01/XX | Service Tax |  | 89.00 |  | 89.00 |
| 14/01/XX | Service Charge |  | 40.00 |  | 40.00 |
| 14/01/XX | Advance Payment |  |  | 10000.00 | -3306.00 |
| 14/01/XX | Car Hire | 114 | 1200.00 |  | -2106.00 |
| 14/01/XX | BISO |  | 2000.00 |  | -106.00 |
| Day Total | 9894.00 |  |  |
|   |  |  |  |  |  |  |   |
| 15/01/XX | Room Charge |  | 5678.00 |  | 5678.00 |
| 15/01/XX | Lux Tax |  | 887.00 |  | 887.00 |
| 15/01/XX | Service Tax |  | 89.00 |  | 89.00 |
| 15/01/XX | Service Charge |  | 40.00 |  | 40.00 |
| 15/01/XX | Telephone  |  | 20.00 |  | -86.00 |
| Day Total | 26502.00 | 10,000 | 16502.00 |
| In Words : | Rupees sixteen thousand five hundred and two only | **TOTAL** | 16502.00 |
| **ROUND** |   |
| **NET** | 16502.00 |
| Regardless of the billing instruction I agree to be held personally liable for payment of the total amount of this bill. |
|
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|  |  |  |  |  |
| Cashier Signature |  |  |  | **Guest Signature** |
|  |  |  |  |  |  |  |  |
| Luxury Tax No |  |  |  | Service Tax No |  |  |
| TIN No |  |  |  | PAN No |  |  |
|  |  |  |  |  |  | Page 1 of 1 |
| Hotel Name |
| Address |
| Web address |