|  |  |
| --- | --- |
| **Bill To:** |  |
| **Company:** |  |
| **Name:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **City, State ZIP** |  |
| **Tel:** |  |
| **Fax:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Receipt Number |  |
| Room Number |  | **Terms** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Description | No. of Units | Price | Total Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Gross Bill** |  |
|  |  | **Late Fees** |  |
|  |  | **Taxes: %** |  |
|  |  | **Total Amount** |  |

**Hotel Receipt**

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

www.website.com

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_

**Hotel Name**