|  |  |  |  |
| --- | --- | --- | --- |
| **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 \_\_\_\_\_: \_\_\_\_\_\_ and date in d-m-y | |
| Check out Time and date: | | specify time in \_\_\_\_\_: \_\_\_\_\_\_ and date in d-m-y | |
| Room boarded by: \_\_\_\_\_\_\_\_\_\_ [name of the individual]  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [address of the same]  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Name of the food | Quantity per unit | | Total amount |
| Miscellaneous or other hotel services | Rate of each services | | Total amount |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 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 | | | |
| Signature of the hotel in-charge /manager:  Signature of the customer: | | | |
| **----------------THANK YOU FOR YOUR VISIT----------------** | | | |