**HOTEL RECEIPT**

|  |  |
| --- | --- |
| **Guest Name:** | **Receipt No.:** |
| **Street Address:** | **Room No.:** |
| **City, State & Zip:** | **Discount Code:** |
| **Phone:** | **Company:** |
| **Email:** | **Conference No.:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Arrival Date** |  | **Departure Date** |  |
| **Arrival Time** |  | **Departure Time** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number Of Guests** |  | **Adults** |  | **Children** |  |
| **Additional Rooms** |  | **Guest** |  | **Conference** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Of Charge** | **Description** | **Qty** | **Amount** | **Total** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | **Subtotal** |  |
| **Tax** |  |
| **Total** |  |
| **Amount Paid** |  |