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| --- |
| **HOTEL RECEIPT** |
| **Mr. Guest name** | **Room No.** | **Reg No.** | **Fax** | **Room** | **Nationality** |
|  |  |  |  |  |  |
| **Address Line** | **Room Rate** | **Arrival** | **Departure** | **Invoice** |
|  |  |  |  |  |
|  |
| **Billing Instructions** |   |
| **Date** | **Description** | **Voucher** | **Charges** | **Credit** | **Balance** |
| 14/01/11 | Room Charge |  | 5678.00 |  | 5678.00 |
| 14/01/11 | Lux Tax |  | 887.00 |  | 887.00 |
| 14/01/11 | Service Tax |  | 89.00 |  | 89.00 |
| 14/01/11 | Service Charge |  | 40.00 |  | 40.00 |
| 14/01/11 | Advance Payment |  |  | 10000.00 | -3306.00 |
| 14/01/11 | Car Hire |  114 | 1200.00 |  | -2106.00 |
| 14/01/11 | BISO |  | 2000.00 |  | -106.00 |
| **Day Total** | 9894.00 |  |  |
| 15/01/11 | Room Charge |  | 5678.00 |  | 5678.00 |
| 15/01/11 | Lux Tax |  | 887.00 |  | 887.00 |
| 15/01/11 | Service Tax |  | 89.00 |  | 89.00 |
| 15/01/11 | Service Charge |  | 40.00 |  | 40.00 |
| 15/01/11 | Telephone  |  | 20.00 |  | -86.00 |
| **Day Total** | 26502.0 | 10,000 | 16502.00 |
| **In Words:** | Rupees sixteen thousand five hundred and two only | **TOTAL** | 16502.00 |
| **NET** | 16502.00 |
| **Cashier Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Guest Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Luxury Tax No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Service Tax No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Hotel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Web address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |