|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | | |  |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |  |
|  | | |  |  |  |  |  | **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. | | | | | | | | | |
|
|
|  | | | |  |  |  |  | | |
| Cashier Signature | | | |  |  |  | **Guest Signature** | | |
|  | | |  |  |  |  |  |  |  |
| Luxury Tax No | | |  | |  |  | Service Tax No |  |  |
| TIN No | | |  | |  |  | PAN No |  |  |
|  | | |  |  |  |  |  | Page 1 of 1 | |
| Hotel Name | | | | | | | | | |
| Address | | | | | | | | | |
| Web address | | | | | | | | | |