|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel Name**  **Hotel Address**  **Hotel City State Zip1**  **Hotel Contact Information** | |  |  | | --- | --- | | Account: | 10001 | | Date: | 04-20-20XX | | Room: | 123 | | Arrival Date: | 04-10-20XX | | Departure Date: | 04-20-20XX | | Check In Time: | 9:14 PM | | Check Out Time: | 8:30 AM | | Frequent Traveler ID: |  | | You were checked out by: | Jerry M. | | You were checked in by: | Terresa J. | | **Total Balance Due:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Post Date** | **Description** | **Comment** | **Amount** | |

|  |  |  |  |
| --- | --- | --- | --- |
| 04/10/20XX | Room | #220 Wiesner | 123.89 |
| 04/10/20XX | Sales Tax |  | 9.91 |
| 04/11/20XX | Room | #220 Wiesner | 123.89 |
| 04/11/20XX | Sales Tax |  | 9.91 |
| 04/11/20XX | Movie | Sleepless in Seattle | 9.95 |
| 04/12/20XX | Room | #220 Wiesner | 123.89 |
| 04/12/20XX | Sales Tax |  | 9.91 |
| 04/13/20XX | Room | #220 Wiesner | 123.89 |
| 04/13/20XX | Sales Tax |  | 9.91 |
| 04/13/20XX | VISA Payment | Autopayment xxxxxxxxxxxx1245 | -545.15 |
| 04/13/20XX | Movie | Good Times | 9.95 |
| 04/14/20XX | Room | #220 Wiesner | 123.89 |
| 04/14/20XX | Sales Tax |  | 9.91 |
| 04/15/20XX | Room | #220 Wiesner | 123.89 |
| 04/15/20XX | Sales Tax |  | 9.91 |
| 04/16/20XX | Room | #220 Wiesner | 123.89 |
| 04/16/20XX | Sales Tax |  | 9.91 |
| 04/17/20XX | Room | #220 Wiesner | 123.89 |
| 04/17/20XX | VISA Payment | Autopayment xxxxxxxxxxxx1245 | -535.24 |
| 04/17/20XX | Sales Tax |  | 9.91 |
| 04/18/20XX | Room | #220 Wiesner | 123.89 |
| 04/18/20XX | Sales Tax |  | 9.91 |
| 04/18/20XX | Movie | Airport | 9.95 |
| 04/19/20XX | Room | #220 Wiesner | 123.89 |
| 04/19/20XX | Sales Tax |  | 9.91 |
| 04/17/20XX | VISA Payment | Final Payment xxxxxxxxxxxx1245 | -287.46 |

|  |
| --- |
| Summary |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Room |  | 1238.90 |
|  | Sales Tax |  | 99.10 |
|  | Movie |  | 29.85 |
|  | VISA Payment |  | -1367.85 |
|  |  |  | \_\_\_\_\_\_\_\_\_ |
|  |  |  | Balance Due:            0.00 |
| X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Guest Signature |  |  |  |