

Hotel Receipt Template in PDF Format

Hotel Receipt Template was initially released on <http://www.InvoicingTemplates.com> on Monday, January 20, 2014, and is categorized as **Receipt**. As always **Hotel Invoice Template** was published in two editions - one free **Hotel Receipt Template**, and another Uniform Invoice Software version that is able to turn **Hotel Receipt Template** into a complete invoicing system. This "**Hotel Receipt Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "hotelreceipt.xls".

Like *Hotel Receipt Template*? Visit [Hotel Receipt Template](#) to download it for free.

Hotel Receipt Template Features and Facts

Hotel Receipt Template is a free Excel spreadsheet formatted template that is designed by InvoicingTemplates.com for hotel and motel businesses. It is also one of the samples on how to customize the default sales invoice template shipped with Uniform Invoice Software.

A hotel or motel needs different invoice and receipt formats than a generic sales invoice template or generic service invoice template for purchasing goods and service. The blank receipt form provided here on InvoicingTemplates.com offers a sample hotel receipt that you could use to create your hotel bills in an easy way. Our templates are in Microsoft Excel format. All templates here are not protected with password, so that you can easily customize the layout without problems. You can also download a printable PDF version of the hotel invoice template here. If you are looking for a hotel invoice template in Word ".doc" format online, we recommend this Excel-format template instead, as Excel provides more features for calculations and data validations.

Front office transactions are typically charted on account statement as Invoice or Folios. Invoice consists of Debit and Credit (Also refer to [Credit Memo Template](#)) affecting the balance of a single guest account or room. This is different than general house rent, for which InvoicingTemplates.com also has a house rental invoice template too at [House Rent Receipt Template](#).

If you use the Uniform Invoice Software version of the hotel invoice template / hotel receipt template, the receipt# (or invoice#) is generated automatically when you save the document.

A hotel receipt is also called guest invoice, folios or bill format for hotels. Usually when a folio is opened the starting balance is zero. All transactions which increase (debit) or decrease (credit) the balance of the account are recorded on the folio. In Uniform Invoice Software, when guest does the final settlement of the invoice should be returned to zero balance by any of the method of payment given by guest. The process of recording transactions on an Invoice or a receipt is

called posting. A transaction is posted either debit or credit when it has been recorded on the proper folio in the proper location and a new balance is determined.

This templates use several custom fields that are not found in the default sales invoice template shipped with Uniform Invoice Software. The definition of the custom fields could be found by a travel to the corresponding data edit form in Uniform Invoice Software.

While there are complex and expensive hotel management software programs available, which, generally, could also produce invoices and receipts for you, this free hotel invoice template and receipt template offers a budget-free way for creating professional invoices and receipts. The intuitive blank form of this template allows you to prepare and draft your invoices and receipts without a hard learning curve.

The template has two taxes defined on the bottom of the form - which you can easily change the names and rates depending on your requirements. The Taxable column found in the default sales invoice template was removed from the hotel receipt template.

Hotel Receipt Template - PDF Format

Hotel Name

RECEIPT

Motel Street address

Motel City, Prov.

Motel Country, Postcode

Motel Phone Number Fax Number

Motel Toll Free

[Phone Number, Web Address, etc.](#)

DATE:

RECEIPT #:

BILL TO

#

Name

Address

City, Prov

Postcode

Country

OTHER INFORMATION

Phone Number

Toll Free Number

Fax Number

E-Mail Address

Web Site

Sales Rep. Name	Date	COD	Due Date

Room #	Name	Check in	Check out	# of Nites	Price / nite	Line Total

Notes: <div style="border: 1px solid black; height: 60px; width: 600px;"></div>	SUBTOTAL	-
	PST 5.00%	-
	GST 6.00%	-
	TOTAL	-
	PAID	-
	TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS!