**HOTEL RECEIPT**

Hotel Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel City State Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Account | Room: | Arrival  |  Departure  | Check In  | Check Out  | Traveler ID: |  checked in by: | checked out by: | **Total Balance Due:** |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Post Date | Description  | Comment  | Amount  |
|  |  |  |  |
| 04/10/2010 | Room | #220 Wiesner | 0 |
| 04/10/2010 | Sales Tax |  | 0 |
| 04/11/2010 | Room | #220 Wiesner | 0 |
| 04/11/2010 | Sales Tax |  | 0 |
| 04/11/2010 | Movie | Sleepless in Seattle | 0 |
| 04/12/2010 | Room | #220 Wiesner | 0 |
| 04/12/2010 | Sales Tax |  | 0 |

|  |  |
| --- | --- |
| Room | 0 |
| Sales Tax | 0 |
| Movie | 0 |
| VISA Payment | 0 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Signature