|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |