|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
| 14/01/11 | 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** | 26502.00 | 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** |
|  |  |  |  |  |  |  |  |
|  |

**HOTEL RECEIPT**