|  |  |  |
| --- | --- | --- |
| 123 Your Street |  | 22-May-2019 |
| Your Town |  | Invoice #2334889 |
| Address Line 3 |  | PO 456001200 |
| (123) 456 789 |  | Ms. Jane Doe |
| email@yourcompany.com |  | Client Company Name |
|  | | |

**HOTEL RECEIPT**

Dear Ms. Jane Doe,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,

You’re Name

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | | | **Item Description** | **Desc** | | | **Amount** | | **Total (€)** | | |
| 1 | | | Suite room | 1 night | | | 125.00 | | 125.00 | | |
| 2 | | |  |  | | |  | | - | | |
| 3 | | |  |  | | |  | | - | | |
| 4 | | |  |  | | |  | | - | | |
| 5 | | |  |  | | |  | | - | | |
| 6 | | |  |  | | |  | | - | | |
| 7 | | |  |  | | |  | | - | | |
| 8 | | |  |  | | |  | | - | | |
|  | | | | |  | | **Subtotal** | | **125.00** |
|  |  | | **Sales Tax** | | **25.00** |
|  |  | | | | | | **Total** | | **150.00** |
|  |
|  |

Many thanks for your custom! I look forward to doing business with you again in due course.