Hotel Receipt Template

[NAME OF GUEST]                                                       Arrival Date: [DATE]

[ADDRESS]                                                                     Checkout Date: [DATE]

[EMAIL]                                                                            Room Number: [NUMBER]

[PHONE]                                                                           Rate: $[AMOUNT]/Night

Invoice #: [NUMBER]

Date: [DATE]

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description | Debit | Credit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Balance: $[AMOUNT]

We at [HOTEL] appreciate your business and look forward to hosting you again! Please sign below to indicate that the above charges accurately reflect your stay with us.

PandaTip: In the forefront of the hotel receipt should be the basic information such as the name and contact information on file for the guest along with their date of arrival/checkout, where they are staying, and the rate on that room. The invoice number is

PandaTip: There is only one signature line as it’s simply an acknowledgment by the guest that the charges that have been levied were legitimately incurred. 

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[NAME]

Connect with us on the web!

[WEBSITE ADDRESS]

[FACEBOOK PAGE]

@[TWITTER]

PandaTip: Although this small marketing piece has nothing to do with your hotel receipt, consider that every person staying at your hotel will receive this receipt and it is a good way to get those accounts some exposure to gain more followers and thus, opportunities for more business as you connect with your clientele.

PandaTip: Also, note that the hotel’s contact information is in the footer of this hotel receipt.