

# GrandView Hotel

321 Lake St.  
Downtown, Cityville 12345  
Phone: (555) 876-4321  
Email: reservations@grandview.com

**Billed To:**

ABC Corporate Ltd.  
789 Corporate Ave., Level 12  
Midtown, Cityville 54321  
VAT: 123456789

**Receipt No:** HTL-2024-0112  
**Date of Issue:** 2024-06-15  
**Guest Name:** John Smith  
**Room No:** 704  
**Check-in:** 2024-06-10  
**Check-out:** 2024-06-15

Description	Qty/Nights	Unit Price	Amount
Deluxe Room (Single Occupancy)	5	\$120.00	\$600.00
Breakfast Included	5	Included	-
Laundry Service	2	\$18.00	\$36.00
Airport Shuttle (Arrival)	1	\$35.00	\$35.00

**Authorized by:** Jane Doe, Front Desk Manager  
Date: 2024-06-15

Subtotal: \$671.00

Tax (10%): \$67.10

**Total Amount: \$738.10**

Paid Via: Corporate Credit Card

- This receipt serves as the official proof of stay for corporate billing and reimbursement.
- Ensure that all details (guest name, company, and dates) are correct before submission.
- Keep a copy for your records as requests for duplicates may incur additional charges.
- Contact the hotel within 14 days of check-out for any discrepancies in billing.