

# Hotel Stay Receipt

**Hotel Name:** Riverside Inn & Suites

**Hotel Address:** 456 Riverside Avenue, Hometown, Country

**Phone:** (555) 123-4567

**Email:** info@riversideinn.com

**Guest Name:** John Smith

**Receipt No:** H-2024-0758

**Check-in:** 2024-05-15

**Check-out:** 2024-05-18

**Room Number:** 212

Date	Description	Qty	Unit Price	Amount
2024-05-15	Room Charge - Standard Double	1	\$110.00	\$110.00
2024-05-16	Room Charge - Standard Double	1	\$110.00	\$110.00
2024-05-17	Room Charge - Standard Double	1	\$110.00	\$110.00
2024-05-15	Mini Bar Snacks	2	\$5.00	\$10.00
2024-05-17	Room Service Dinner	1	\$24.00	\$24.00
2024-05-18	Laundry Service	1	\$8.00	\$8.00

  

Subtotal	\$372.00
Tax (10%)	\$37.20
Total	\$409.20
<b>Paid by</b>	<b>Credit Card</b>

## Important Notes:

- This receipt serves as proof of payment for the hotel stay and services listed above.
- Please verify all charges and contact the hotel within 7 days for discrepancies.
- Retain this document for expense claims or reimbursement purposes.
- Additional charges incurred after check-out will be invoiced separately.
- Tax amounts are calculated according to local regulations.