

Hotel Bill

Hotel Name: Grand Comfort Inn

Address: 123 Main Street, Metro City, Country

Phone: +1-123-456-7890

GSTIN: 12ABCDE3456F7Z8

Bill No.: 2024/56789

Bill Date: 2024-06-10

Check-in: 2024-06-07

Check-out: 2024-06-10

GUEST DETAILS

Guest Name: Mr. Arun Kumar

Room Number: 208

Company Name: Acme Corporation

Address: 400 Business Ave, Metro City

BILL DETAILS

Description	Quantity	Rate	Amount
Room Rent (Deluxe)	3 Nights	₹2,500	₹7,500
Breakfast (Complimentary)	3	₹10	₹30
Lunch	2	₹1350	₹2,700
Laundry	1	₹1300	₹1,300
		Subtotal	₹18,500
		Taxes (12%)	₹1,020
		Total Amount	₹19,520
		Amount Received	₹19,520
		Balance Due	₹0

Payment Mode: Credit Card (XXXX-1234)

Received By: Ravi Sharma

Authorized Signature

IMPORTANT NOTES

- This bill is valid only with authorized signature and hotel seal.
- Ensure GST and all required details are mentioned for reimbursement.
- Keep a copy of this bill for your records and reimbursement claim.
- Any correction/alteration invalidates the bill for official reimbursement.