

Detailed Accommodation Charges Statement Form

Guest Name:

Enter guest full name

Contact Number:

Enter contact number

Address:

Enter address

Email:

Enter email address

Check-in Date:

Check-out Date:

Room Number:

Enter room number

Accommodation Charges Summary

Date	Description	Nights/Qty	Rate	Amount
2024-06-10	Room Charge (Single Deluxe)	1	\$120.00	\$120.00
2024-06-11	Room Charge (Single Deluxe)	1	\$120.00	\$120.00
2024-06-12	Extra Bed	1	\$25.00	\$25.00
2024-06-13	Room Service (Dinner)	1	\$18.00	\$18.00
Subtotal				\$283.00
Taxes (10%)				\$28.30
Total Amount Due				\$311.30

Notes / Special Requests:

Add any notes here...

Important Notes

- This document should be kept for your records and for reimbursement or audit purposes.
- All charges are detailed; please check the summary above and report any discrepancies promptly.
- Taxes are calculated according to prevailing rates and may vary.
- Ensure all guest and booking details are correct before submission.
- Contact the front desk or hotel administration for clarifications on any listed charges.

