HOTEL FOLIO RECEIPT

PAID

HOTEL

Hotel name _____

Address _____

Phone _____

Tax / registration no. _____

FOLIO

Folio no. _____

Confirmation no. _____

Receipt date _____

GUEST AND STAY

Guest name _____

Guests _____

Room no. _____

Room type _____

Arrival _____

Departure _____

Nights _____

Rate per night _____

Date	Description	Charges

PAYMENT

Payment method _____

Authorisation code _____

Date paid _____

Charges before tax	
Taxes ([Tax rate %])	
Total charges	
Payments received	
Balance	

_____

Guest signature

Balance settled at check-out. Thank you for staying with us.