# STAY RECEIPT

PAID

## PROPERTY AND HOST

Property name _____

Property address _____

Host / manager _____

Contact _____

## RECEIPT DETAILS

Receipt no. _____

Booking ref. _____

Receipt date _____

## GUEST AND STAY

Guest name _____

Number of guests _____

Check-in _____

Check-out _____

Nights _____

| Description | Qty | Rate | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## PAYMENT

Deposit received on _____

Payment method _____

Date paid _____

| | |
|---|---|
| Subtotal | |
| Taxes ([Tax rate %]) | |
| **Total for stay** | |
| Deposit applied | |
| **Amount paid** | |
| Balance | |

_____

Host signature

*Received with thanks. Any refundable security deposit is handled separately from this receipt.*