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# Hotel Checkout Receipt

[Hotel Name]

[Hotel Address]

[City, Zip Code]

[Phone Number]

[Email Address]

**Receipt Number:** [12345]

**Checkout Date:** [MM/DD/YYYY]

**Guest Information:**

- **Guest Name:** [Full Name]
- **Room Number:** [Room Number]
- **Check-in Date:** [MM/DD/YYYY]
- **Check-out Date:** [MM/DD/YYYY]

**Charges Summary:**

Description	Quantity	Rate per Unit	Amount
Room Charge	[Nights]	[\$ Rate]	[\$Total]
Mini-Bar Charges	[Items]	[\$ Rate]	[\$Total]
Room Service	[Orders]	[\$ Rate]	[\$Total]
Other Services	-	-	[\$Total]
Taxes and Fees	-	-	[\$Total]

**Total Amount Due:** [\$Total Amount]

**Amount Paid:** [\$Amount Paid]

**Balance Due:** [\$Balance Due]

**Payment Method:** [Cash/Credit Card/Debit Card]

**Thank you for choosing [Hotel Name]. We hope to see you again soon!**

**Authorized Signature**

[Hotel Representative's Name]

[Hotel Role/Position]