horizontal line**Hotel Advance Receipt**

Hotel: **[Hotel Name]** | Address: **[Hotel Address]** | Contact: **[Hotel Contact Information]**

Receipt No.: **[Receipt Number]** | Date: **[Date of Receipt]**

Guest: **[Guest's Name]** | Room No.: **[Room Number]** | Contact: **[Guest Contact Information]**

| **Item No.** | **Description** | **Nights** | **Rate per Night** | **Total Advance** |
| --- | --- | --- | --- | --- |
| 001 | Room Booking | [Nights] | [Rate] | [Total] |
| 002 | Additional Services | [Qty] | [Service Fee] | [Total] |

**Total Advance Amount:** **$[Total Amount]**

**Terms:** Advance payment received for room booking and services. Final settlement upon check-out.

**Signatures:**

*Signature***Hotel ([Hotel Name]):**Name: **[Authorized Hotel Staff Name]** | Date: **[Date of Signing]**

*Signature***Guest ([Guest's Name]):**Name: **[Guest's Name]** | Date: **[Date of Signing]**