

# 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]**