

# 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]**