## horizontal line**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]