Resort Guest Account Settlement Sheet

Guest Name						
Room Number						
Check-in Date						
Check-out Date						
Reservation No.						
No. of Guests						
Contact						
Charges						
Date		Description	Amour		nt	
Subtotal						
Taxes						
Other Fees						
Total Amount						
Payments	3					
Date	Payme	nt Method	Amount		Reference	
Balance Due						
Guest Signature						
Date						
Front Office Staf	f					

Date			