

# PREPERATION OF BILL FOR CHECKING OUT GUESTS, RECEIVING PAYMENTS

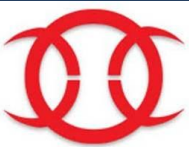
Sunday, August 06, 2017

Gautam Kumar




# Scope

- Bills
- Cash
- Credit Card
- Bill to Company
- Travel Agent Voucher
- Traveller's Cheques



# Bills

 <b>DEIRA CITY</b> <b>M. G. Road, Kasaragod - 671 121</b> <b>Phone: 04994-224552, 220923</b> <b>Fax: 04994-230854</b>	<b>BILL NO.</b> <b>975</b>		<b>Bill Date:</b> <b>11-10-2015</b>																																																																																																																	
	<b>Visitor's Register Sr. No.</b> <b>9318</b>		<b>Room No.</b> <b>003, 004,</b>																																																																																																																	
	<b>Room(s) Description</b> DOUBLE DELUXE TWIN BED A/C.ROOM; DOUBLE DELUXE TWIN BED A/C.ROOM;																																																																																																																			
	<b>RENT PER DAY</b> <b>5000.00</b>		<b>No. Of Days</b> <b>5</b>																																																																																																																	
<b>Guest Name and Address</b> <b>Mrs. Elizabeth Mariot Joseph</b> 123, Green Line str. Nr. Viceroy Memorial 123564 WB India		<b>Check In On</b> 07-10-2015 13:31:33		<b>Check Out at</b> 11-10-2015 14:01:43																																																																																																																
		<b>Adults</b> 1	<b>Children</b> 1	<b>Total Guests</b> 3																																																																																																																
<b>Mobile No.</b> 9874563210		<b>Business Phone</b> 033-3265654																																																																																																																		
<b>Company Name</b> Walmart		<b>Department</b> Marketing	<b>Designation</b> Manager																																																																																																																	
<table border="1"> <thead> <tr> <th>Dt.</th> <th>Qty</th> <th>Product</th> <th>Rate</th> <th>Value</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>08-10</td> <td>1</td> <td>Tea</td> <td>20.00</td> <td>20.00</td> <td><b>Room Charges</b></td> <td><b>25000.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Coffee</td> <td>20.00</td> <td>20.00</td> <td><b>Food Charges</b></td> <td><b>818.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Lassi</td> <td>30.00</td> <td>30.00</td> <td><b>(+) Entertainment Tax (25000 x 5.76%)</b></td> <td><b>1440.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Veg.thali</td> <td>170.00</td> <td>170.00</td> <td><b>(+) Luxury Tax (25000 x 10.34%)</b></td> <td><b>2585.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>COCK</td> <td>50.00</td> <td>50.00</td> <td><b>(-) Discount (25000 x 10%)</b></td> <td><b>2500.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Egg Curry</td> <td>150.00</td> <td>150.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Roti</td> <td>14.00</td> <td>14.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Maggi</td> <td>50.00</td> <td>50.00</td> <td></td> <td></td> </tr> <tr> <td>09-10</td> <td>1</td> <td>Egg Curry</td> <td>150.00</td> <td>150.00</td> <td><b>Total Bill Amount</b></td> <td><b>28593.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>COCK</td> <td>50.00</td> <td>50.00</td> <td><b>Less: Advance</b></td> <td><b>3000.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Soda</td> <td>30.00</td> <td>30.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Soda</td> <td>30.00</td> <td>30.00</td> <td><b>Round Off (If Any)</b></td> <td><b>0.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Roti</td> <td>14.00</td> <td>14.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Tea</td> <td>20.00</td> <td>20.00</td> <td><b>Net Payble Amount</b></td> <td><b>25593.00</b></td> </tr> <tr> <td></td> <td>1</td> <td>Masala Papad</td> <td>20.00</td> <td>20.00</td> <td></td> <td></td> </tr> </tbody> </table>					Dt.	Qty	Product	Rate	Value			08-10	1	Tea	20.00	20.00	<b>Room Charges</b>	<b>25000.00</b>		1	Coffee	20.00	20.00	<b>Food Charges</b>	<b>818.00</b>		1	Lassi	30.00	30.00	<b>(+) Entertainment Tax (25000 x 5.76%)</b>	<b>1440.00</b>		1	Veg.thali	170.00	170.00	<b>(+) Luxury Tax (25000 x 10.34%)</b>	<b>2585.00</b>		1	COCK	50.00	50.00	<b>(-) Discount (25000 x 10%)</b>	<b>2500.00</b>		1	Egg Curry	150.00	150.00				1	Roti	14.00	14.00				1	Maggi	50.00	50.00			09-10	1	Egg Curry	150.00	150.00	<b>Total Bill Amount</b>	<b>28593.00</b>		1	COCK	50.00	50.00	<b>Less: Advance</b>	<b>3000.00</b>		1	Soda	30.00	30.00				1	Soda	30.00	30.00	<b>Round Off (If Any)</b>	<b>0.00</b>		1	Roti	14.00	14.00				1	Tea	20.00	20.00	<b>Net Payble Amount</b>	<b>25593.00</b>		1	Masala Papad	20.00	20.00		
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<p align="center"><i>I agree that I am responsible for the full payment of this bill in the event if not paid by the company, organisation or person indicated</i></p>																																																																																																																				
<b>Billing Instructions</b>																																																																																																																				
<b>Cashier's Signature</b>			<b>Guest's Signature</b>																																																																																																																	



# Cash





# Cash

- ADVANTAGES
- DISADVANTAGES



# Credit Card





# Credit Card

- ADVANTAGES
- DISADVANTAGES



# Bill to Company







# Bill to Company

- ADVANTAGES
- DISADVANTAGES





# Travel Agent Voucher

## Voucher with direction

<i>EasyReserve</i>		<b>Easy Reserve Limited</b> 308 The Capel Building Mary's Abbey Dublin 7 Ireland E-mail: villa.specialist@easyreserve.com www.easyreserve.com
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Print this page

<b>RESERVATION INFO - #37507</b>			
<b>Customer:</b>	17160 - 1	<b>Region/State:</b>	La Florida
<b>Prop. ID:</b>	17160 - 1	<b>Unit:</b>	La Florida
<b>Arrival Date:</b>	10 June 2011	<b>Departure Date:</b>	13 June 2011
<b>Nights:</b>	3	<b>Total People:</b>	8
<b>This voucher gives to you the right to enter the house you booked during the above mentioned period.</b>			

<b>OWNER INFO</b>			
<b>Owner:</b>	Quintina Mercedes	<b>Address:</b>	Strada Provinciale della Madonna, 12
<b>Home Phone:</b>	+39 02942942	<b>Work Phone:</b>	+39 02942942
<b>Mobile Phone:</b>	+39 32942942	<b>Email:</b>	quintina@easyreserve.com
<b>Keyholder Name:</b>		<b>Keyholder Home Phone:</b>	
<b>Keyholder Mobile:</b>		<b>Phone:</b>	

<b>HOW TO ARRIVE</b>
ADDRESS OF THE VILLA:
Strada Provinciale della Madonna, 12 - 00100 (Castellina) (pr).



# Travel Agent Voucher



- ADVANTAGES

- DISADVANTAGES



# Traveller's Cheques





# Traveller's Cheques



- ADVANTAGES

- DISADVANTAGES



**\*Bills**

**\*Methods  
of  
Payment**



# Home Work

- Make a detailed report over various methods of payment ?
- List few other types of method of payment ?
- Send the soft copy on [tp@teamhiht.com](mailto:tp@teamhiht.com) before next class ?

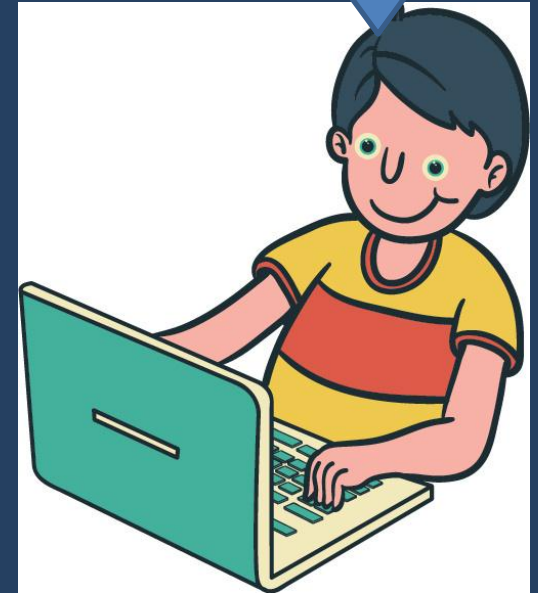




# Next Class

# Revision Test

Exam  
Time !







# You can put on you questions now



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