

汉仪大宋简
Bodoni MT 15 pt

Arial 15 pt

16 mm | 25mm | 16 mm | 7mm

押金收据
Deposit Receipt

No.

日期
Date _____

兹收到
Received From _____ 房号
Room No. _____ 确认号/账单号
Confirmation /Folio No. _____

人民币
The Sum of RMB _____ 大写金额
Amount in Words _____

系交付定金或
Being Payment of Deposit for _____

为保障阁下的利益, 请妥善保存收据, 以便凭本收据领回押金余额, 如阁下委托第三者代领押金余额
我 _____ 授权 _____ 代我领回在贵酒店的消费余额的押金并同意免除贵酒店因此而引起的一切法律责任。
(签名样式须与入住登记卡相同)

In order to protect your interest. Please ensure that this Deposit Receipt is kept safe in your possession in order to claim the refund.
Should you decide to appoint a third party to collect your balance of deposit, please fill the following:

I _____ authorize _____ to collect my balance of deposit and agree to waive all the legal responsibility
(Signature should be the same as your Registration Card)

另请注意: 酒店规定只能以押金付款的方式退回有关押金余额。如有不变之处, 请见谅。谢谢!
Please note that the refund of deposit will only be in the payment mode of deposit paid as per Hotel Policy. We apologize for any inconvenience.
Thank you!

客人签名
Guest Signature

第一联(白): 前厅部
First Copy(White): Front Office

第二联(红): 客人
Second Copy(pink): Guest

第三联(绿): 财务部
Third Copy(Green): Finance

宾客服务员
Front Office Signature

Material
Carbolic Carbon Paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
210 * 145 mm

All dimensions in millimeters. Not to scale.