

16 mm		25mm	16 mm	7mm
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汉仪大宋简  
Bodoni MT 15 pt

Arial 15 pt

**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，请妥善保管收据，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

宾客服务员  
Front Office Signature

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

第二联(红): 客人  
Secind Copy(pink): Guest

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

7mm

Material  
Carbolic Carbon Paper

Font  
Arial & Bell MT

Color  
PANTONE 187C

Size  
210 \* 145 mm

All dimensions in millimeters. Not to scale.