**Blank Hotel Invoice Template**

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| **Company Logo** | Hotel Invoice |

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| --- | --- |
| **Hotel Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |
| Guest Information |  |  |  |
| **Name** |  |
| **Contact Information** |  |
| **Loyalty Number** |  |
| Invoice Information |  |  |
| **Invoice Number** |  |
| **Date of Invoice** |  |
| **Duration of Stay** |  |
| **Check-in Date** |  |
| **Check-out Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Itemized Charges |  |  |  |
| **Date** | **Description** | **Amount** | **Credit** | **Total** |
| MM/DD/YY |  |  |  |  |
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|   |  |  |  |  |
|   |  |  |  |  |
| Total Amount Due |  |
| Authorization |  |  |  |  |
| ***I, the undersigned, confirm that the above charges are accurate and authorize payment in full.*** |
| **Customer Signature** |  |
| **Date** |  |
|  |  |  |  |  |
| **Notes** |  |
| www.yourwebaddress.com |

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