**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12292&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Hotel+Invoice-word-12292&lpa=Blank+Hotel+Invoice+word+12292)Blank Hotel Invoice Template**

|  |  |
| --- | --- |
| **Company Logo** | Hotel Invoice |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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