**Hotel Booking Invoice Template Example**

Hotel Booking Invoice

**Starlight Resort Hotel**

|  |  |
| --- | --- |
| Hotel Name | Starlight Resort Hotel |
| Address | 123 Oceanview Drive |
| Phone | 555)-123-4567 |
| Email | reservations@starlightresort.com |
| Website | starlightresort.com |
| Guest Information |  |  |  |  |  |
| Name | Brooklyn Jansen |
| Contact Information | brooklyn.jansen@example.com |
| Booking Details Information |  |  |  |  |  |
| Booking Reference | 12345ABC |
| Booking Date | 10/01/20XX |
| Check-in Date | 10/09/20XX |
| Check-out Date | 10/12/20XX |
| Room Type | Ocean view suite |
| Number of Guests | 2 |
| Payment Details |  |  |  |  |  |
| **Deposit Amount Paid** | **Cancellation Policy** |
| $200.00 | Cancellations must be made at least 48 hours prior to check-in to receive a full refund. Late cancellations may result in a fee equivalent to one night's stay. |
| **Balance Due** |
| $570.00 |
| Notes |  |  |  |  |  |
| All invoices are due upon receipt. For inquiries, please call us at (555) 123-4567 or email us at reservations@starlightresort.com. |

**Hotel Booking Invoice Template**

**Company Logo**

Hotel Booking Invoice

|  |  |
| --- | --- |
| Hotel Name |  |
| Address |  |
| Phone |  |
| Email |  |
| Website |  |
| Guest Information |  |  |  |  |  |
| Name |  |
| Contact Information |  |
| Booking Details Information |  |  |  |  |  |
| Booking Reference |  |
| Booking Date |  |
| Check-in Date |  |
| Check-out Date |  |
| Room Type |  |
| Number of Guests |  |
| Payment Details |  |  |  |  |  |
| **Deposit Amount Paid** | **Cancellation Policy** |
|  |  |
| **Balance Due** |
|  |
| Notes |  |  |  |  |  |
|  |

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