**[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=Hotel+Booking+Invoice-word-12292&lpa=Hotel+Booking+Invoice+word+12292)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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| --- |
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