

# Hotel Catering Invoice Template

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## Hotel Food and Beverage Invoice

Hotel Name	
Address	
Phone	
Email	
Website	

### Guest Information

Name	
Room Number	

### Invoice Details

Receipt Number	
Date of Purchase	
Time of Purchase	

## Itemized List of Food and Beverage Ordered

Item Description	Price per Item	Quantity	Total

## Summary of Charges

	Subtotal	
	Taxes	
	Service Charges	
	<b>Total Amount Due</b>	
Payment Method		
	Tip Amount	
	<b>Total Including Tip</b>	

## Authorization

Signature	
Date	

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