

# Hotel Invoice Template with GST

Try  smartsheet for free

## Hotel Invoice

<b>Hotel Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Website</b>	

### Goods and Services Identification Number

<b>GSTIN</b>	
--------------	--

### Guest Information

<b>Name</b>	
<b>Address</b>	
<b>Contact Information</b>	

### Invoice Details

<b>Invoice Number</b>	
<b>Date of Invoice</b>	
<b>Reservation Reference Number</b>	

### Stay Information

<b>Duration of Stay</b>	
<b>Check-in Date</b>	
<b>Check-out Date</b>	
<b>Room Type</b>	

## Itemized Charges

Date	Description	Amount

## Tax Details (GST)

Tax Type	Tax Rate %	Tax Amount

## Totals

Description	Amount
Subtotal	
Tax	
<b>Grand Total (including tax)</b>	

## Payment Information

<b>Accepted Payment Methods</b>	
<b>Payment Terms</b>	

## Additional Notes

<b>Terms and Conditions</b>	
<b>Cancellation Policy</b>	
<b>Special Instructions</b>	

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.