

Hotel Refund Invoice Template

Try  **smartsheet** for free

Hotel Refund Invoice

Hotel Name	
Address Line 1	
Address Line 2	
Phone	
Email	
Website	

Guest Information

Guest Name	
Contact Information	

Refund Invoice Details

Refund Invoice Number	
Date of Issue	
Original Invoice Receipt Reference Number	

Refunded Items / Services

Description	Amount Refunded
Total	

Summary of Refund

Total Refunded Amount	
Reason for Refund	
Payment Method	

Authorization

Authorized By	
Signature	
Date	

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.