

# Hotel Booking Invoice Template Example

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## Starlight Resort Hotel

## Hotel Booking Invoice

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.

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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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