**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12300&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Booking+Receipt+Template-word-12300&lpa=Hotel+Booking+Receipt+Template+word+12300)Hotel Booking Receipt   
Template Example**

Hotel Refund Invoice

**Starlight Resort Hotel**

|  |  |
| --- | --- |
| **Hotel Name** | Starlight Resort Hotel |
| **Address Line 1** | 123 Oceanview Drive |
| **Address Line 2** | City, State, ZIP |
| **Phone** | (555)-123-4567 |
| **Email** |  |
| **Website** |  |

Guest Information

|  |  |
| --- | --- |
| **Guest Name** | Hazel Christensen |
| **Contact Details** | Hazel.christensen@example.com |

Booking Details

|  |  |
| --- | --- |
| **Booking Reference Number** | 98765XYZ |
| **Booking Date** | 12/01/20XX |
| **Check-In Date** | 12/15/20XX |
| **Check-Out Date** | 12/20/20XX |
| **Room Type** | Deluxe Ocean View Suite |
| **Number of Guests** | 2 |

Payment Information

|  |  |
| --- | --- |
| **Deposit Amount Paid** | $300.00 |
| **Balance Due** | $1,200.00 |
| **Payment Method** | Credit Card |

Cancellation Policy

|  |
| --- |
| Cancellations made within 48 hours of check-in are subject to a one-night charge. |

Notes

|  |
| --- |
| For any inquiries or changes to your booking, please contact us at (555)-123-4567 or reservations@starlightresort.com. |

**Hotel Booking Receipt Template**

Hotel Refund Invoice

**Your Logo**

|  |  |
| --- | --- |
| **Hotel Name** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |

Guest Information

|  |  |
| --- | --- |
| **Guest Name** |  |
| **Contact Details** |  |

Booking Details

|  |  |
| --- | --- |
| **Booking Reference Number** |  |
| **Booking Date** |  |
| **Check-In Date** |  |
| **Check-Out Date** |  |
| **Room Type** |  |
| **Number of Guests** |  |

Payment Information

|  |  |
| --- | --- |
| **Deposit Amount Paid** | $0.00 |
| **Balance Due** | $0.00 |
| **Payment Method** | Credit Card, Cash, Bank Transfer, Other |

Cancellation Policy

|  |
| --- |
| Insert cancellation policy here, e.g., "Cancellations made within 48 hours of check-in are subject to a one-night charge.” |

Notes

|  |
| --- |
| For any inquiries or changes to your booking, please contact us at [Phone Number] or [Email Address]. |

|  |
| --- |
| **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. |