**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12292&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Catering+Invoice-word-12292&lpa=Hotel+Catering+Invoice+word+12292)Hotel Catering Invoice Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name  Hotel Food and Beverage Invoice | | | |  | | --- | |  | |  |
| Hotel Name | Name | | | |
| Address | Street, City, ZIP | | | |
| Phone | (000) 000-0000 | | | |
| Email |  | | | |
| Website |  | | | |
| Guest Information | |  |  |  |
| Name | Name | | | |
| Room Number | Phone, Email, Address | | | |
| Invoice Details |  |  |  |  |
| Receipt Number | 67890 | | | |
| Date of Purchase | MM/DD/YY | | | |
| Time of Purchase | 12:00 PM | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Itemized List of Food and Beverage Ordered | | |  |  |
| Item Description | | Price per Item | Quantity | Total |
| Item Name | | $5.00 | 2 | $10.00 |
| Item Name | | $12.00 | 1 | $12.00 |
| Item Name | |  | 0 |  |
|  | |  | 0 |  |
|  | |  | 0 |  |
|  | |  | 0 |  |
|  | |  | 0 |  |
|  | | | | **$22.00** |
| Summary of Charges | |  |  |  |
| Subtotal | | | | **$22.00** |
| Taxes | | | | **$3.00** |
| Service Charges | | | | **$4.00** |
| **Total Amount Due** | | | | **$29.00** |
| Payment Method | Credit Card, Cash, Other | | | |
| Tip Amount | | | | **$5.00** |
| **Total Including Tip** | | | | **$34.00** |
| Authorization |  |  |  |  |
| Signature |  | | | |
| Date | MM/DD/YY | | | |

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