**[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+Invoice+With+GST-word-12292&lpa=Hotel+Invoice+With+GST+word+12292)Hotel Invoice Template with GST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Logo** | | | Hotel Invoice | |
|  | | |  |  |
| **Hotel Name** |  | | | |
| **Address** |  | | | |
| **Phone** |  | | | |
| **Email** |  | | | |
| **Website** |  | | | |
| Goods and Services Identification Number | | |  |  |
| **GSTIN** |  | | | |
| Guest Information | |  |  |  |
| **Name** |  | | | |
| **Address** |  | | | |
| **Contact Information** |  | | | |
| Invoice Details |  |  |  |  |
| **Invoice Number** |  | | | |
| **Date of Invoice** |  | | | |
| **Reservation Reference Number** |  | | | |
| Stay Information |  |  |  |  |
| **Duration of Stay** |  | | | |
| **Check-in Date** |  | | | |
| **Check-out Date** |  | | | |
| **Room Type** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Itemized Charges | |  |  |
| **Date** | **Description** | | | | **Amount** |
| MM/DD/YY | Description of charge | | | |  |
| MM/DD/YY | Description of charge | | | |  |
| MM/DD/YY | Description of charge | | | |  |
| MM/DD/YY |  | | | |  |
| MM/DD/YY |  | | | |  |
| Tax Details (GST) | |  |  |
| **Tax Type** | | **Tax Rate %** | **Tax Amount** |
| CGST | | 0.00% |  |
| SGST | | 0.00% |  |
| IGST (if applicable) | | 0.00% |  |
| Totals | |  |  |
| **Description** | | | **Amount** |
| Subtotal | | |  |
| Tax | | |  |
| Other Fees | | |  |
| Other Fees | | |  |
| Other Fees | | |  |
|  | | **Grand Total (including tax)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payment Information | |  |  |  |
| **Accepted Payment Methods** | Credit Card / Debit Card / Cash / Bank Transfer | | | |
| **Payment Terms** | All payments are due upon receipt. | | | |
| Additional Notes |  |  |  |  |
| **Terms and Conditions** | Insert your terms and conditions here (e.g., "Rates are subject to change without prior notice"). | | | |
| **Cancellation Policy** | Insert cancellation policy (e.g., "Cancellations made within 48 hours of check-in are subject to a one-night charge"). | | | |
| **Special Instructions** | Insert any additional instructions, if applicable. | | | |

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