**Hotel Invoice Template with GST**

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| --- | --- |
| **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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