**[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+Pro+Forma+Invoice-word-12292&lpa=Hotel+Pro+Forma+Invoice+word+12292)Hotel Pro Forma Invoice Template**

**Company Logo**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hotel Name | | |  | Hotel Pro Forma Invoice |
| Address | Street, City, ZIP | | | |
| Phone | (000) 000-0000 | | | |
| Email |  | | | |
| Website |  | | | |
| Guest Information |  |  |  |  |
| Name | Name | | | |
| Contact Information | Phone, Email, Address | | | |
| Reservation Number |  | | | |
| Invoice Details |  |  |  |  |
| Pro Forma Invoice Number |  | | | |
| Issuance Date | MM/DD/YY | | | |
| Reservation Dates | MM/DD/YY–MM/DD/YY | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room Details |  |  |  |  |
| Room Type | Description / Notes | Rate per Night | Number of Nights | Total Room Charge |
| Description | Additional Information | $0.00 | 1 | $0.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Additional Services | | | | |
| Service Description | | Rate | Quantity | Total |
|  | | $0.00 | 1 |  |
|  | |  |  |  |
|  |  |  |  |  |
| Taxes | | | |  |
| Additional Fees | | | |  |
| **Total Amount Due** | | | | **$0.00** |
|  |  |  |  |  |
| Payment Terms | Accepted Payment Methods: [e.g., Credit Card, Cash, Bank Transfer] Deposit Required: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All payments are due before check-in unless otherwise agreed. | | | |
| Notes or Special Instructions | Insert any special instructions, policies, or additional details here (e.g., “For any changes to your reservation, please contact us at least 48 hours in advance”). | | | |

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