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

Hotel Refund Invoice

**Your Logo**

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

Guest Information

|  |  |
| --- | --- |
| **Guest Name** |  |
| **Contact Information** |  |

Refund Invoice Details

|  |  |
| --- | --- |
| **Refund Invoice Number** |  |
| **Date of Issue** |  |
| **Original Invoice Reference Number** |  |

Refunded Items / Services

|  |  |
| --- | --- |
| **Description** | **Amount Refunded** |
|  | $0.00 |
|  | $0.00 |
|  | $0.00 |
| **Total** | **$0.00** |

Summary of Refund

|  |  |
| --- | --- |
| **Total Refunded Amount** | $0.00 |
| **Reason for Refund** | Overcharge, Cancellation, Service Issue, Etc. |
| **Payment Method** | Credit Card, Cash, Bank Transfer, Other |

Authorization

|  |  |
| --- | --- |
| **Authorized By** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
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