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



**Starlight Resort Hotel**

Hotel Accommodation Invoice

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel Name** | | Starlight Resort Hotel | | | | | | | | | |
| **Address** | | 123 Oceanview Drive | | | | | | | | | |
| **Phone** | | 555)-123-4567 | | | | | | | | | |
| **Email** | | reservations@starlightresort.com | | | | | | | | | |
| **Website** | | starlightresort.com | | | | | | | | | |
| Guest Information | | |  | |  | |  | |  |  |
| **Name** | | Brooklyn Jansen | | | | | | | | | |
| **Contact Information** | | brooklyn.jansen@example.com | | | | | | | | | |
| Invoice Information | | |  | |  | |  | |  |  |
| **Invoice Number** | | 56789 | | | | | | | | | |
| **Date of Invoice** | | 10/12/20XX | | | | | | | | | |
| Detailed List of Charges | | |  | |  | |  | |  |  |
| **Date** | **Description** | | **ID (Employee)** | **Reference No.** | | **Amount** | | **Credit** | | **Balance** |
| 10/09/20XX | Room Charge | | EMP001 | 1001 | | $200.00 | | $0.00 | | $200.00 |
| 10/09/20XX | Dinner at Restaurant | | EMP002 | 1002 | | $50.00 | | $0.00 | | $250.00 |
| 10/10/20XX | Spa Service | | EMP003 | 1003 | | $100.00 | | $0.00 | | $350.00 |
| 10/10/20XX | Parking Fee | | EMP001 | 1004 | | $20.00 | | $0.00 | | $370.00 |
| 10/11/20XX | Room Charge | | EMP001 | 1005 | | $200.00 | | $0.00 | | $570.00 |
| 10/12/20XX | Adjustment (Loyalty Credit) | | EMP004 | 1006 | | $0.00 | | $50.00 | | $520.00 |
| Expense Report Summary | | | Credit Card Details | | | |  | |  |  |
| **Category** | | **Amount** | **Approval Code** | | 123ABC | | | **Expiration Date** | | 12/20/20XX |
| Room and Tax | | $400.00 | **Card Number** | | \*\*\*\* \*\*\*\* \*\*\*\* 5678 | | | **Transaction Type** | | Credit Card |
| Miscellaneous | | $170.00 | **Transaction ID** | | 890XYZ | | | | | | |
| Total | | $1,090.00 | **Merchant ID** | | MERCHANT001 | | | | | | |
| Payment Instructions | | |  | |  | |  | |  |  |
| All invoices are due upon receipt. For inquiries or assistance, please call us at (555) 123-4567 or email us at reservations@starlightresort.com. | | | | | | | | | | | |

**Hotel Room Invoice Template**

Hotel Accommodation Invoice

**Company Logo**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel Name** | |  | | | | | | | | | |
| **Address** | |  | | | | | | | | | |
| **Phone** | |  | | | | | | | | | |
| **Email** | |  | | | | | | | | | |
| **Website** | |  | | | | | | | | | |
| Guest Information | | |  | |  | |  | |  |  |
| **Name** | |  | | | | | | | | | |
| **Contact Information** | |  | | | | | | | | | |
| Invoice Information | | |  | |  | |  | |  |  |
| **Invoice Number** | |  | | | | | | | | | |
| **Date of Invoice** | |  | | | | | | | | | |
| Detailed List of Charges | | |  | |  | |  | |  |  |
| **Date** | **Description** | | **ID (Employee)** | **Reference No.** | | **Amount** | | **Credit** | | **Balance** |
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| Expense Report Summary | | | Credit Card Details | | | |  | |  |  |
| **Category** | | **Amount** | **Approval Code** | |  | | | **Expiration Date** | |  |
| Room and Tax | |  | **Card Number** | |  | | | **Transaction Type** | |  |
| Miscellaneous | |  | **Transaction ID** | |  | | | | | | |
| Total | |  | **Merchant ID** | |  | | | | | | |
| Payment Instructions | | |  | |  | |  | |  |  |
|  | | | | | | | | | | | |

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