**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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