

Simple Hotel Booking Template



Hotel Booking

Guest Information

Full Name	
Contact Number	
Email Address	
Home Address	

Reservation Details

Check-In Date and Time		Check-Out Date and Time	
Number of Adults		Number of Children	
Room Type	Single	Double	Suite
Number of Rooms			

Payment Information

Payment Method	
Cardholder Name	
Card Number	
Expiry Date	
CVV	

Special Requests

Accessibility Needs	
Dietary Preferences	
Additional Requests	

Additional Services

Airport Shuttle Service	
Early Check-In / Late Check-Out	
Guided Tours Booking	
Spa and Wellness Appointments	

Terms and Conditions

Agreement Text	
Cancellation Policy	

Guest Signature

Signature	
Date	

Check-In and Check-Out Times

Check-In	
Check-Out	

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