### horizontal line**Hotel Invoice**

**[Hotel Name]**[Hotel Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website, if applicable]

**Invoice Number**: [Unique Invoice Number]  
**Invoice Date**: [Date of Invoice]  
**Check-In Date**: [Date]  
**Check-Out Date**: [Date]

### **Bill To**

**[Guest Name]**[Guest’s Address]  
[City, State, Zip Code]  
[Guest’s Phone Number]

### **Itemized List of Charges**

| **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- |
| Room Charge (per night) | [Nights] | [Rate] | [Total] |
| Room Service | [Qty] | [Price] | [Total] |
| Mini Bar | [Qty] | [Price] | [Total] |
| Other Charges | [Qty] | [Price] | [Total] |

**Subtotal**: $[Subtotal Amount]  
**Tax (if applicable)**: $[Tax Amount]  
**Service Charge (if applicable)**: $[Service Charge Amount]

**Total Due**: **$[Total Amount Due]**

**Thank You**: Thank you for staying with us! We hope you enjoyed your stay.