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.