

Hotel Quotation Agreement

[Hotel Name]

[Hotel Address]

Email: [Hotel Email] | **Phone:** [Hotel Phone Number]

Date: [Insert Date]

Quotation No: [Insert Quotation Number]

1. Party Details

Hotel:

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Contact Person: [Hotel Manager Name]

Email: [Hotel Email]

Phone: [Hotel Phone]

Guest/Company:

Name: [Guest/Company Name]

Address: [Guest/Company Address]

Contact Person: [Guest Name]

Email: [Guest Email]

Phone: [Guest Phone]

2. Accommodation Details

- **Room Type:** [Deluxe, Suite, etc.]
- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Number of Guests:** [Insert Number]

3. Quotation Details

Item No	Description	Rate
1	Room Rate (Per Night)	[Amount]
2	Additional Services	[Amount]
3	Taxes & Fees	[Amount]

Total Amount: [Insert Total Amount]

4. Payment Terms

- **Payment Method:** [Bank Transfer, Credit Card, etc.]
- **Deposit Required:** [Yes/No]
- **Cancellation Policy:** [Insert policy on cancellations and refunds]

5. Terms and Conditions

1. **Check-in/Check-out:** Check-in is at [Time], and Check-out is at [Time].
2. **No-shows:** If the guest fails to show up, the booking is subject to cancellation fees.

6. Acceptance and Signatures

Hotel

Authorized Signatory: _____

Name: [Hotel Representative]

Date: [Insert Date]

Guest/Company

Authorized Signatory: _____

Name: [Guest/Company Name]

Date: [Insert Date]