### **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]