

# 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]