

Hotel Invoice Form Sample for Group Bookings

Use this **hotel invoice form sample** to efficiently manage group bookings and streamline payment processing. It includes essential fields for guest details, accommodation dates, and itemized charges. Simplify your billing process and ensure accurate records with this comprehensive template.

Hotel Details

Hotel Name	[Hotel Name]	Invoice No.	[Invoice Number]
Address	[Hotel Address]	Date Issued	[Date]
Phone	[Hotel Phone]	Email	[Hotel Email]

Group Booking Information

Group Name/Company	[Group or Company Name]	Contact Person	[Contact Person Name]
Number of Guests	[Total Number of Guests]	Booking Reference	[Group Booking Reference]
Check-in Date	[Check-in Date]	Check-out Date	[Check-out Date]

Guest List

#	Guest Name	Room Type	Room Number	Nights
1	[Guest Name 1]	[Room Type]	[Room Number]	[Nights]

Itemized Charges

Description	Qty/Nights	Unit Price	Amount
Room Charges	[Total Room Nights]	[Unit Price]	[Amount]
Meals	[Qty]	[Unit Price]	[Amount]
Meeting Room Rental	[Qty]	[Unit Price]	[Amount]
Other Services	[Qty]	[Unit Price]	[Amount]
Subtotal			[Subtotal]
Taxes & Fees			[Taxes]
Total Amount Due			[Total]

Payment Details

Payment Method	[Payment Method]	Due Date	[Due Date]
Notes	[Additional Notes]		

Thank you for choosing [Hotel Name]. Please contact us if you have any questions regarding this invoice or your group reservation.