

# Hotel Invoice

Guest Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

Description	Details	Qty/Days	Unit Price	Amount
Room Charge	Deluxe Suite	3	\$120.00	\$360.00
Breakfast	Buffet	3	\$15.00	\$45.00
Lunch	Set Menu	2	\$20.00	\$40.00
Dinner	Room Service	2	\$25.00	\$50.00
Laundry	Shirts & Trousers	5	\$3.00	\$15.00
Other Charges	Mini Bar	1	\$10.00	\$10.00
<b>Subtotal</b>				<b>\$520.00</b>
<b>Tax (10%)</b>				\$52.00
<b>Total Amount Due</b>				<b>\$572.00</b>

Payment Method: \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for choosing our hotel!  
Please retain this invoice for your records.