

Hotel Invoice

For Corporate Clients

This **hotel invoice form** sample is designed specifically for corporate clients, ensuring clear and professional billing. It includes detailed itemization of services, taxes, and payment methods to streamline expense reports. Perfect for managing accommodation costs with accuracy and transparency.

Hotel Name: Grand Palace Hotel **Invoice #:** INV-2024-1578
Hotel Address: 1234 Main St, Business City, Country **Invoice Date:** 2024-06-12
Corporate Client: XYZ International Ltd. **Client Ref:** CORP-2024-332
Guest Name: John A. Smith **Room Number:** 350
Check-In: 2024-06-08 **Check-Out:** 2024-06-12

Description	Nights/Units	Unit Price	Amount (USD)
Deluxe Room	4	\$150.00	\$600.00
Breakfast (Buffet)	4	\$20.00	\$80.00
Airport Transfer	1	\$40.00	\$40.00
Laundry Service	3	\$15.00	\$45.00
Meeting Room Usage	2	\$75.00	\$150.00
Subtotal			\$915.00
Service Tax (10%)			\$91.50
Tourism Fee			\$10.00
Total Amount Due			\$1,016.50

Payment Information

Payment Method	Transaction ID	Amount Paid (USD)	Date
Corporate Credit Card	TXN-22042657B	\$1,016.50	2024-06-12

Remarks: Payment received in full. Thank you for choosing Grand Palace Hotel.
For queries, contact: billing@grandpalacehotel.com | +123 456 7890

This invoice is issued for corporate expense reconciliation purposes.