

# Hotel Stay Billing Template

Hotel Name

Hotel Address

Phone

Email

Guest Name

Guest Address

Check-In Date

Check-Out Date

Room Number

Invoice Number

Invoice Date

Payment Method

## Stay & Service Details

Description	Nights/Qty	Rate/Unit	Amount
Room Charges			
Restaurant			
Laundry			
Other Services			

<b>Subtotal</b>	
<b>Taxes &amp; Fees</b>	
<b>Discounts</b>	
<b>Total Amount Due</b>	
<b>Amount Paid</b>	
<b>Balance</b>	

Notes / Thank You Message

