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## Policy

Pre-Payment	As per hotel policy, you are to pay your 15% downpayment to our bank account as deposit, take a screenshot of it and upload it to your customer dashboard. When you have successfully uploaded the Hotel will monitor your records and confirm your reservation. All pending reservations must be settled within 3 days, else it will expire.
Cancelling	You can cancel your pending reservations using the customer dashboard.
Rebooking	You can modify your pending reservations using the customer dashboard.

## Guest Information

Name:	Sabelo Adams
Email	sabelo@gmail.com
Cellphone:	9897676423499
Address:	dchhj;lkjx
Check-in	2018-10-14
Check out	2018-10-15
Number of Guest	1
Extra Services:	

## Total Billing

Number of Room/s	Cost
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		Number of Room/s	Cost
Type of Room	Twin Queen Room	1	1,950.00 php
Length of stay	1		
		Subtotal (taxed to 12%)	1,716.00 php
		Vat 12%	234.00 php
		Down payment	1,950.00 * 15% = 292.50 php
		Total	1,950.00 php

Payment Proof: