



Hotel Invoice Template

An invoice is a document issued to the guest outlining all the transactions associated with a reservation, including room rates, payments, adjustments, and any incidentals that were charged back to the room. The invoice is usually presented at the beginning of the guest's stay and also at the time of check-out to summarize all balances charged, paid, and/or due.

This template was designed to include the most important fields but should be customized to include your hotel's branding. Ensure that you provide guest's their invoice via multiple channels, including a paper copy, email, and messenger.

The Cloudbeds Hospitality Platform allows hoteliers to generate invoices automatically once a reservation is created, pulling contact information and reservation details directly from the PMS.

[**Learn more**](#)[**Open in Google Sheets**](#)

Invoice

| Invoice # | Tax ID | Invoice Date | Invoice Due Date |
|-----------|--------|--------------|------------------|
| | | | |

| Guest Name: | Check-in | Check-out | Nights | Reservation Date |
|-------------|----------|-----------|--------|------------------|
| | | | | |

| Reservation #: | Address |
|----------------|---------|
| | |

| Email | City | Country | State |
|-------|------|---------|-------|
| | | | |

| Phone |
|-------|
| |

| Date/time | Name | Room # | Description | Nights | Debit | Credit |
|-----------|------|--------|-------------|--------|-------|--------|
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| | |
|-------|--|
| Total | |
| Taxes | |
| Fees | |

| |
|-------------|
| Balance Due |
|-------------|

| | | |
|-------|-----------------|--|
| Notes | Payment options | Credit Card Debit Card Cash Bank Transfer |
|-------|-----------------|--|