INVOICE

Direct bill — billed to a company

Invoice no. ____________

Invoice date ____________

Direct bill — this invoice is issued to the company named below, not to the guest. The guest is named on the stay line so the payables clerk can match the invoice to the traveller.

PROPERTY

Property name

Address

Phone / email

BILL TO (COMPANY)

Company legal name

Billing address

Accounts payable contact

PO / AUTHORISATION NUMBER

GUEST NAME ON THE STAY

ROOM / UNIT

NIGHTS

ARRIVAL DATE

DEPARTURE DATE

DATE	DESCRIPTION	QTY	RATE	AMOUNT

Subtotal	
Lodging tax (enter amount)	
Total	
Deposit applied (enter amount and date taken)	
Balance due	

PAYMENT TERMS AND DUE DATE

NOTES

Issued by

Date