

INVOICE

Guest invoice — dated charge lines, deposit applied

Invoice no. _____
Invoice date _____

PROPERTY

Property name

Address

Phone / email

ROOM / UNIT

ARRIVAL DATE

GUEST

Guest name

Home address as given at check-in

Contact / email

NIGHTS

DEPARTURE DATE

DATE	DESCRIPTION	QTY	RATE	AMOUNT

Subtotal _____

Lodging tax (enter amount) _____

Total _____

Deposit applied (enter amount
and date taken) _____

Balance due _____

PAYMENT METHODS ACCEPTED

Received by

NOTES

Date