**INVOICE**

**[Owner NAME]**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| Due Date: |  |
| Terms: |

[Address] [Phone Number] [Contact person] [Email]

**Tenant Info:** [Address] [Email]

Information:

[Phone Number]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RoomNumber | RoomDescription | Check in time | Check out time | # of nights | Price pernight | Amount |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Other Item | Unit Price | Quantity | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Notes/Comments: | Subtotal |  |
| Discount |  |
| Tax total |  |
| Paid |  |
| Payment Method: | **Total Due** |  |

***Thank you!***