**INVOICE**

**[Owner NAME]**

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

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

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

Information:

[Phone Number]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room  Number | Room  Description | Check in time | Check out time | | # of nights | | Price per  night | Amount |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Other Item | | Unit Price | | Quantity | | Amount | | |
|  | |  | |  | |  | | |
|  | |  | |  | |  | | |
|  | |  | |  | |  | | |
|  | |  | |  | |  | | |
| Notes/Comments: | | | | Subtotal | |  | | |
| Discount | |  | | |
| Tax total | |  | | |
| Paid | |  | | |
| Payment Method: | | | | **Total Due** | |  | | |

***Thank you!***