GROUP BOOKING INVOICE

HOTEL

Hotel name _____

Address _____

Phone / email _____

Group sales contact _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Group contract no. _____

Payment terms _____

Due date _____

BILL TO

Company _____ Attention _____

Billing address _____

PO no. _____

GROUP AND STAY

Group name _____

Arrival _____ Departure _____

Rooms in block _____ Rooms picked up _____

ROOM BLOCK

Description	Qty	Unit	Rate	Amount

Room block subtotal

MEETING ROOMS

Description	Qty	Unit	Rate	Amount

Meeting rooms subtotal

FOOD AND BEVERAGE

Description	Qty	Unit	Rate	Amount

Food and beverage subtotal

Subtotal

Room taxes, if applicable (_____%)

Sales tax on meeting rooms and food, if applicable (_____%)

Total

Less: deposit received

Amount due

HOW TO PAY

Accepted methods _____

Bank details _____

Account name _____

Payment reference _____

BILLING NOTES

_____

_____

Please quote the invoice number and PO number with your payment.