GUIDED TOUR INVOICE

GUIDE

Business name _____

Address _____

Phone / email _____

Guide license no. _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

BILL TO

Organization _____ Group leader _____

Address _____

Phone / email _____

TOUR

Tour _____

Tour date _____ Group size _____

Meeting point and time _____

Language _____

GUIDING

Description	Qty	Unit	Rate	Amount

Guiding subtotal

ENTRANCE FEES AND TRANSPORT AT COST

Description	Qty	Unit	Rate	Amount

Entrance and transport subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal (guiding)	
Sales tax, if applicable (_____%)	
Entrance fees and transport at cost	
Total	
Less: booking deposit received	
Amount due	

TOUR NOTES

_____

_____

Please quote the invoice number with your payment.