TRAVEL BOOKING INVOICE

TRAVEL AGENCY

Business name _____

Address _____

Phone / email _____

Seller of travel reg. no. _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Booking ref. _____

Payment terms _____

Due date (final payment) _____

BILL TO

Lead traveler _____ Phone / email _____

Address _____

TRIP

Travelers _____ Destination _____

Departure _____ Return _____

ITINERARY

Item	Supplier	Booking ref.	Qty	Unit price	Amount

Itinerary subtotal _____

AGENCY FEES

Fee	Basis	Reference	Qty	Unit price	Amount

Agency fees subtotal _____

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal _____

Sales tax on agency fees, if applicable (_____%) _____

Total _____

Less: deposit received _____

Amount due _____

BOOKING TERMS

_____

_____

Please check that each traveler's name on the bookings matches their passport.