**Hotel Invoice/ Receipt**

Tel: 555-555-5555

Fax: 123-456-7890

www.example.com

515 Haines Lane

Boston, MA 02201

**Hotel Name**

(Add slogan)

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Cost | Amount |
| Room Rental | 1 | $ | $ |
| Dining 03/03/15 | 1 |  |  |
| Item 3 |  |  |  |
| Item 4 |  |  |  |
| Item 5 |  |  |  |
| Item 6 |  |  |  |
| Item 7 |  |  |  |
|  |  | **Subtotal** | $ |
|  |  | **Late Fees** | $ |
|  |  | **Taxes 8%** | $ |
|  |  | **Total Due** | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | 1/13/2015 | Invoice Number | 7869 |
| Room Number | 10034 | **Terms** | Net 30 |

|  |  |
| --- | --- |
| **Bill To:** |  |
| **Company:** | Hobbs Auto Body |
| **Name:** | Bill Hobb |
| **Address Line 1:** | 785 Industrial Road |
| **Address Line 2:** | Suite 550 |
| **City, State ZIP** | Boston, MA 02201 |
| **Tel:** | 1-888-123-4567 |
| **Fax:** | 1-888-111-2222 |

**Thank You for Your Business!**