

# Hotel Invoice

## Hotel Details

Hotel Name: Sunshine Residency  
Address: 123 Main Street, City Center, Mumbai, India  
Contact: +91 22 4000 1234 | info@sunshineresidency.com  
GSTIN: 27AAECS9862E1ZQ

## Guest Details

Name: Mr. Rahul Sharma  
Company: ABC Technologies Pvt. Ltd.  
Mobile: +91 98765 43210  
Email: rahul.sharma@abctech.com  
Booking ID: 20240623-0123

## Invoice Details

Invoice No.: INV-2024-0152  
Invoice Date: 23 June 2024  
Check-in: 15 June 2024  
Check-out: 18 June 2024  
Room Type: Deluxe Room  
No. of Guests: 1  
No. of Nights: 3

Description	Date	Nights / Qty	Rate (INR)	Amount (INR)
Room Charges (Deluxe)	15-18 Jun 2024	3	4,500	13,500
Breakfast (Complimentary)	16-18 Jun 2024	3	0	0
Laundry Service	16 Jun 2024	2	200	400
Mini Bar	17 Jun 2024	2	150	300
GST @ 12%				1,680

Subtotal	14,200
GST (12%)	1,680
<b>Grand Total</b>	<b>15,880</b>
Amount Paid	15,880
Balance Due	0

## Authorized Signatory

Name: S. Iyer  
Designation: Front Desk Manager  
Date: 23 June 2024  
Signature: \_\_\_\_\_

## Important Notes

- This invoice is valid for reimbursement purposes only with the attached supporting documents as required by your organization.
- Ensure guest and invoice details exactly match your booking and company records.
- Original hotel stamp and authorized signature may be mandatory for reimbursement.
- Keep a copy of all receipts and this invoice for your expense claim records.

- Clarify with your finance department the reimbursable components (room, food, taxes, etc.).