



Install **Invoice Manager**  
from **Microsoft Store**

to generate PDF invoice



**Date Picker**  
adds a **calendar**  
to date cells



**Fomula Manager**  
Find, update, analyze, import and export  
Excel formulas and defined names

**Password Remover**  
for Excel

## **Hotel Guest Folios with Satisfied Business Traveler**

**BoostExcel.com**

Template#: c5091

Title: Hotel Guest Folios with Satisfied Business Traveler

Category: [Receipt](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.

# Your Hotel Name

# INVOICE

Hotel Street address

Motel City, Prov.

Motel Country, Postcode

Motel Phone Number Fax Number

Motel Toll Free

Phone Number, Web Address, etc.

<b>DATE</b>	_____
<b>RECEIPT #</b>	_____
<b>Room#</b>	_____

<b>Arrival Date</b>	_____
<b>Arrival time</b>	_____
<b>Departure date</b>	_____
<b>Departure time</b>	_____



BILL TO		Other Information
<i>Guest #</i>		
<i>Name</i>		
<i>Address</i>		
<i>City, Prov</i>		
<i>Postcode</i>		
<i>Country</i>		
<i>E-Mail</i>		

Date	Description	# of Nites	Price / nite	Line Total

<b>SUBTOTAL</b>	-
<b>TAX</b> 5.00%	-
<b>TOTAL</b>	-



Cashier's Signature

Guest's Signature

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of the these charges

THANK YOU FOR YOUR BUSINESS!