

# Refund Invoice

[Company Name]

[Street Address]

[City, State, Zip]

**Refund #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Original Ref #:** \_\_\_\_\_

## Refund To:

[Client Name]

[Client Address]

[Email/Phone]

Description of Service	Reservation Date	Original Paid	Refund Amount
Conference Room: [Room Name/No.]	_____	\$ _____	\$ _____
Equipment/Catering Credit	-	\$ _____	\$ _____
Subtotal Refund: \$ _____			
Cancellation Fee (if applicable): - \$ _____			

**Total Refunded:** \$ \_\_\_\_\_

**Reason for Refund:** \_\_\_\_\_

**Method of Payment:**  Credit Card  Bank Transfer  Check

This document serves as a formal confirmation of the refund processed for the canceled reservation.