

# REFUND RECEIPT

Status: Processed

Refund # \_\_\_\_\_

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

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## PROVIDER INFORMATION

[Company Name]  
[Street Address]  
[City, State, Zip]  
[Phone/Email]

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## CLIENT INFORMATION

[Client Name/Organization]  
[Client Address]  
[Original Booking Ref #]

Description of Reservation	Date of Event	Original Paid
[Meeting Room Name/Type]	[Date]	\$ 0.00

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Subtotal Refund: \$ 0.00  
Cancellation Fee: (\$ 0.00)

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**Total Refunded: \$ 0.00**

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## REFUND METHOD

[Original Payment Method: Credit Card / Wire / Check]

*Note: It may take 5-10 business days for the credit to appear on your statement.*

Thank you for your business. We hope to host your future events.