

REFUND SETTLEMENT

[Establishment Name]

[Address Line 1]

[City, State, Zip]

[Phone/Email]

Settlement #: [00000]

Date: [Date]

Original Folio: [#00000]

Guest Details:

[Guest Name]

[Phone Number]

[Email Address]

Reservation Info:

Check-in: [Date]

Check-out: [Date]

Room/Table: [Reference]

Description of Credit / Refund	Original Amount	Adjustment	Refund Total
[e.g., Room Charge / Cancellation Fee]	\$0.00	\$0.00	\$0.00
[e.g., Pre-paid Services / Taxes]	\$0.00	\$0.00	\$0.00
Subtotal Refund: \$0.00			
Tax Recovery: \$0.00			

Total Settlement: \$0.00

Refund Method: [Credit Card / Bank Transfer / Cash]

Reason for Settlement: [Reason]

Authorized Signature: _____ Date: _____

Note: Refunds to credit cards may take 5-10 business days to appear on your statement.