

[Resort Name]

[Street Address]
[City, State, Zip]
[Phone Number]

REFUND INVOICE

Date: [Date]
Refund #: [00000]

Guest Information:

[Guest Name]
[Guest Address]
Confirmation: #[Booking ID]

Stay Details:

Original Check-in: [Date]
Original Check-out: [Date]
Cancellation Date: [Date]

| Description | Original Amount | Fee/Deduction | Refund Amount |
|-----------------------------|-----------------|---------------|---------------|
| Room Rate & Taxes (Prepaid) | [\$0.00] | - | [\$0.00] |
| Cancellation Fee | - | (\$[0.00]) | - |

| Description | Original Amount | Fee/Deduction | Refund Amount |
|-------------|-----------------|---------------|---------------|
|-------------|-----------------|---------------|---------------|

Add-on Services / Amenities

[\$0.00]

[\$0.00]

[\$0.00]

Total Paid: [\$0.00]

Total Fees: (\$[0.00])

Total Refund: \$[0.00]

Refund Method: [Credit Card / Original Payment Method]

Note: Refunds may take 5-10 business days to appear on your statement depending on your financial institution.