

# SHORE EXCURSION INVOICE

[Agency Name]  
[Address Line 1]  
[City, Country]

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Due Date:** \_\_\_\_\_

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## CLIENT INFORMATION

**Name:** \_\_\_\_\_  
**Ship Name:** \_\_\_\_\_  
**Docking Date:** \_\_\_\_\_

## PACKAGE DETAILS

**Tour Ref:** \_\_\_\_\_  
**Group Size:** \_\_\_\_\_  
**Language:** \_\_\_\_\_

Description of Services	Date	Duration	Rate	Amount
Private Vehicle & Professional Guide				
Entrance Fees & Admissions				
Port Pickup/Drop-off Service				

Description of Services	Date	Duration	Rate	Amount
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Lunch/Refreshment Package				
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Subtotal: \$0.00

Tax/VAT: \$0.00

Total Due: \$0.00

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**TERMS & PAYMENT INSTRUCTIONS**

Please include the Invoice Number with your bank transfer. Cancellations made within 48 hours of docking are subject to a 50% fee. All excursions are weather-dependent and subject to ship itinerary changes.