

[BOUTIQUE HOTEL NAME]

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

PROFORMA INVOICE

Date: [Date]
Invoice #: [00000]
Reservation #: [00000]

GUEST INFORMATION

[Guest Name]
[Guest Address]
[Guest Email/Phone]

Stay Details

Check-in: [Date]
Check-out: [Date]
Room Type: [Room Category]

Description	Rate	Qty/Nights	Total
Accommodation Charges	[0.00]	[0]	[0.00]
Additional Services (Spa/Dining)	[0.00]	[0]	[0.00]
Service Fees	[0.00]	[0]	[0.00]

Subtotal: [0.00]
Tax ([0] %): [0.00]
Grand Total: [Currency] [0.00]

Terms & Conditions: This is a proforma invoice for payment estimation. Final charges are subject to change based on actual consumption and incidental costs during the stay.

Bank Details: [Bank Name] | **Account:** [Number] | **Swift/BIC:** [Code]