

PROFORMA INVOICE

[Property Name / Hotel Group]
[Address Line 1]
[City, State, Zip]
[Tax ID / VAT Number]

Invoice #: [Draft-000]
Date: [Date]
Valid Until: [Date]

GUEST / CLIENT INFORMATION

[Guest Name / Company]
[Billing Address]
[Phone Number]
[Email Address]

RESERVATION DETAILS

Booking Ref: [Confirmation #]
Check-in: [Date] | Check-out: [Date]
Room Type: [Category]
Guests: [Adults/Children]

Description of Services	Qty/Nights	Unit Price	Total
Accommodation Charges (Room Rate)	[0]	[0.00]	[0.00]
Food & Beverage (Pre-paid Plan)	[0]	[0.00]	[0.00]
Event Space / Equipment Hire	[0]	[0.00]	[0.00]
Service Charges & Concierge Fees	[0]	[0.00]	[0.00]

Subtotal: [0.00]

Tax / VAT ([0] %): [0.00]
Tourism Levy / City Tax: [0.00]
Grand Total ([Currency]): [0.00]

PAYMENT TERMS & INSTRUCTIONS

- 1. This is a proforma invoice, not a tax receipt.
- 2. Bank Details: [Bank Name] | SWIFT: [Code] | Account: [Number]
- 3. Full payment is required by [Date] to guarantee the reservation.
- 4. Cancellation Policy: [Summary of terms].