

# Hotel bill

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

|                   |                                                       |
|-------------------|-------------------------------------------------------|
| Property          | Example Guesthouse, Example Road, Pune                |
| Guest             | Sample Guest                                          |
| Invoice / date    | HOT-EX-001 / 12 September 2026                        |
| Room              | Standard room 204                                     |
| Check-in          | 10 September 2026                                     |
| Check-out         | 12 September 2026                                     |
| Payment reference | Advance record EX-PAY-001                             |
| Billing basis     | Nightly room rate; tax not calculated in this example |

| Room / service            | Quantity | Rate (INR) | Amount (INR) |
|---------------------------|----------|------------|--------------|
| Standard room / nights    | 2        | 2,400.00   | 4,800.00     |
| Breakfast / servings      | 2        | 250.00     | 500.00       |
| Subtotal                  |          |            | INR 5,300.00 |
| Advance received (deduct) |          |            | INR 1,000.00 |
| Balance due               |          |            | INR 4,300.00 |

Nights are entered manually from the agreed stay. The example does not calculate tax.  
Confirm actual charges and payments before issuing a bill.