**Hotel Voucher Template Example**

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Hotel Sunshine Retreat



Hotel Sunshine Retreat

**123 Beachside Avenue, Malibu, CA 90265**

**1-800-555-1234**

**Info @ sunshineretreat.com**

****

**Guest: Diana Kennedy**

**555-987-6543 | diana.kennedy@example.com**

**Booking Reference Number: HSR20XX1218**

sunshine retreat dot com

Guest Details

Reservation Details

|  |  |
| --- | --- |
| Check-In Date | December 22, 20XX |
| Check-Out Date | December 25, 20XX |
| Number of Nights | 3 |
| Room Type | Ocean View Suite |
| Number of Guests | 2 |

Services Included

|  |  |
| --- | --- |
| Meal Plan | Breakfast included |
| Amenities Access | Spa and fitness center |
| Additional Services | Complimentary airport shuttle |



Payment Information

|  |  |
| --- | --- |
| Total Amount Paid | $1,200.00 |
| Payment Method | Credit card |
| Outstanding Balance | $0.00 |

Terms and Conditions

|  |  |
| --- | --- |
| Cancellation Policy | Free cancellation up to 48 hours before check-in. Cancellations within 48 hours will incur a fee equivalent to one night’s stay. |
| Voucher Validity | Valid from December 1, 20XX, to March 31, 20XX. |
| Non-Transferability Clause | This voucher is non-transferable and cannot be redeemed for cash. |

Authorization

|  |  |
| --- | --- |
| Authorized Signature |  |
| Date of Issue | MM/DD/YY |



**Hotel Voucher Template**

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Hotel Name

**Your Logo**

**Address**

**Contact Number**

**Email**

**Website**

****

**Guest Name**

**Contact Information**

**Booking Reference Number**

Insert your website here

Guest Details

Reservation Details

|  |  |
| --- | --- |
| Check-In Date |  |
| Check-Out Date |  |
| Number of Nights |  |
| Room Type |  |
| Number of Guests |  |

Services Included

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| --- | --- |
| Meal Plan |  |
| Amenities Access |  |
| Additional Services |  |



Payment Information

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| Total Amount Paid |  |
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