Sample Invoice

Name Date

Street Address

City, State, Zip Code

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXX-XXX-XXXX (Home)

XXX-XXX-XXXX (Homeowner’s Cell)

XXX-XXX-XXXX (Homeowner’s Cell)

XXX-XXX-XXXX (Fax)

**Reservation Information**

**Rental located at:**

Street Name

City, State, Zip Code

**Check-In Date:**Month DD, YYYY after Xpm CST (No early check-in please)

**Checkout Date:**Month DD, YYYY by Xam CST (No late checkout please)

**Number of Guests:**

Adults: \_\_\_\_

Children: \_\_\_\_

Pets: \_\_\_\_

**Payments**

|  |  |  |
| --- | --- | --- |
| **Fees:** | **Amount:** | **Payment Status:** |
| Refundable Security Deposit | $XXX.XX | PAID: Date & Pmt Method |
| Rental Rate | $XXXX.XX |  |
| Cleaning Fee | $XXX.XX |  |
| Taxes (X%) | $XXX.XX |  |
| **Total Rental Payment Due:** | **$XXXX.XX** |  |
| 1st Payment Due Month DD, YYYY | $XXX.XX |  |
| 2nd Payment Due Month DD, YYYY | $XXX.XX |  |
| **Balance Due:** | **$XXXX.XX** |  |

**Payment Methods Accepted:**

Visa, MasterCard, Discover

Personal Checks made payable to \_\_\_\_\_\_\_\_\_\_\_\_\_.

*Note to Homeowner: You may edit and use this form as needed for your vacation rental business.  If another homeowner wishes to use this form, please direct him/her to community.homeaway.com*

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