[Your logo]

[Your agency name]
[Street address, city, country]
[Phone] · [Email] · [Website]

Hotel voucher

Voucher no. [VOU-0000]
Issue date [DD Month YYYY]
Version [1]

Hotel confirmation no.
[Hotel's own number]

Our reference
[Your booking reference]

Status
[Confirmed]

Guests

Lead guest	[Title, first name, surname, as on the passport]
Adults	[Number]
Children and ages	[Number] · [ages on the travel date]
Other guests	[Names, as on the passports]

Hotel

Hotel	[Hotel name]
Address	[Street, city, country]
Phone	[Hotel phone, with country code]
Email	[Hotel reservations email]

Stay

Check-in
[Weekday DD Month YYYY]
Room ready from [14:00]

Check-out
[Weekday DD Month YYYY]
Leave the room by [12:00]

Nights
[3]

Rooms

Rooms	Room type	Meal plan, in words	Guests in the room	Room confirmation no.
[1]	[Deluxe double]	[Breakfast included]	[Names]	[If the hotel gives one]

Special requests

Requested	[Worded as requests: e.g. "Late arrival around 23:00 requested"]

Payment

Prepaid by us	[Room and meal plan as above]
Payable at the hotel	[What the guest pays: e.g. local taxes, incidentals]

Booked and payable by [Your agency name]. Extras are payable directly by the guest.

Cancellation

Terms	[Your cancellation terms for this booking, as agreed with the guest]

Help during your stay

24-hour line	[Phone, answered day and night]
Local contact	[Name, phone, hours in local time]

Please show this voucher and your passport at check-in.

Check this voucher

[QR code]

To check this voucher, scan the code or call [phone] and quote the voucher number.

This version replaces any earlier version of this voucher.