**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12304&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Reservation-word-12304&lpa=Hotel+Reservation+word+12304)Hotel Reservation Template**

|  |  |
| --- | --- |
| |  | | --- | | Travel with solid fillHotel Name | |
| **Hotel Reservation Confirmation**  **Your Logo Here** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Guest Information** | | | | | | |
| Full Name |  | | | | | |
| Contact Number |  |  |  |  | | |
| Email Address |  |  |  |  | | |
| Home Address |  | | | | | |
|  |  |  |  |  | | |
| **Reservation Details** | | | | | | |
| Check-In Date and Time |  | | | | | |
| Check-Out Date and Time |  | | | | | |
| Number of Adults |  | | | | | |
| Number of Children |  | | | | | |
| Room Type |  | | | | | |
| Number of Rooms |  | | | | | |
| **Payment Information** | | | | | |
| Payment Method | Credit Card, Debit Card, Bank Transfer, Cash, Other | | | | |
| Last Four Digits of Card (for reference) |  | | | | |
| Billing Address |  | | | | |
|  |  |  |  | |  |
| **Special Requests** | | | | | |
| Accessibility Needs |  | | | | |
| Dietary Preferences |  | | | | |
| Additional Requests |  | | | | |
|  |  |  |  | |  |
| **Additional Services** | | | | | |
| Airport Shuttle Service |  | | | | |
| Early Check-In / Late Check-Out |  | | | | |
| Guided Tours Booking |  |  |  | |  |
| Spa and Wellness Appointments |  | | | | |
|  |  |  |  | |  |
| **Terms and Conditions** | | | | | |
|  | | | | | |
|  |  |  |  | |  |
| **Guest Confirmation** | | | | | |
| Signature |  | | | | |
| Date |  | | | | |

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