

Invoice Template

Stanford Terrace Inn

531 Stanford Avenue
Palo Alto, CA 94306
Phone: (650) 857-0333 Fax: (650) 857-0343

DATE

Invoice For:

Check Payment due:

Prepared by:

PO Number:

Comments or Special Instructions:

ARRIVAL DATE	DEPARTURE DATE	# OF NIGHTS	# OF ROOMS
Oct 8 Thu, 2015	Oct. 11 Sun, 2015	3	23

QUANTITY	DESCRIPTION	Avg. Room Rate/Night	TAX	TOTAL NIGHTS
12	Single Queen for Single, check payment	\$	T	3
8	Double Queen for Single, check payment	\$	T	3
8	Double Queen for Double, check payment	\$	T	3

Proof of Payment is due upon booking

TAX RATE
TRANSIENT
TAX
TOURISM FEE

Total

For Example: 15 out of 23 rooms in this group are subject to non-cancellable, non-changeable, and non-refundable up group block is released by the system automatically if the check payment is not received within 15 days upon booking, is thus confirmed as credit card payment and cannot be replaced with other payment options.

Check/wire/ACH Payment Options - . Proof of Check, ACH, or Wire payment to be certified mailed upon booking and email to admin@stanfordterraceinn.com with reservation confirmation attachment.

Group Rates:

(Room Rates - \$ x number of nights x number of rooms) x 1.14% City Transient Tax + \$0.25 County tourism Fee x number of nights x number of rooms = Total Invoice Amount.

Extended Stay 30+ days Rates:

(Room Rates - \$ x number of nights x number of rooms) + \$0.25 County tourism Fee x number of nights x number of rooms = Total Invoice Amount. Extended Stay 60+ days Rates:

(Room Rates - \$ x number of nights x number of rooms) + \$0.25 County tourism Fee x number of nights x number of rooms = Total Invoice Amount. Extended Stay 90+ days Rates:

(Room Rates - \$ x number of nights x number of rooms) + \$0.25 County tourism Fee x number of nights x number of rooms = Total Invoice Amount

Extended Stay 15+ days Rates:

(Room Rates - \$ x number of nights x number of rooms) x 1.14% City Transient Tax + \$0.25 County tourism Fee x number of nights x number of rooms = Total Invoice Amount.

Wire Transfer Instruction

Bank Name: Chase Bank
Bank Routing No: 322271627
Account Name: Stanford Terrace Inn
Account No: 3172866194
Account Address: 531 Stanford Ave. Palo Alto, CA 94306

The following for **the international wire** is usually not needed as it may cost more on the wire transfer fee. Please check with your local bank to see if the cost is the same. The above information allows us to receive wire transfer fund without any problems. The information below may be needed by some of the banks.

Chase Bank Address: 277 Park Ave. New York, NY 10172

Swift Code: CHASUS33

Check Payment Option: To be mailed upon booking to:

Stanford Terrace Inn
531 Stanford Ave.
Palo Alto, CA 94306
650-857-0333