SAMPLE: fictional agency, client and figures, for illustration only. This is not a real invoice.

Sample Holidays (fictional agency)

INVOICE

Unit 1, 1 Example Street, Your City, 000000
+00 0000 0000 | hello@example.com | example.com
Licence no.: 00000 (sample)
Tax registration no.: 0000000000 (sample)

Invoice no.: **INV-2027-0042**
Invoice date: **15-Jan-2027**
Balance due by: **18-Feb-2027**
Currency: **USD**

BILL TO	TRIP	
Mr and Mrs A. Sample	Booking ref.	**BALI-0320**
12 Sample Road, Your City	Destination	**Bali, Indonesia**
+00 0000 0000 | client@example.com	Travellers	**2 adults, 2 children (8 and 11)**
	Departure	**20-Mar-2027**
	Return	**25-Mar-2027**
	Nights	**5**

#	Description	Qty	Unit price	Taxed?	Amount
1	Bali family package, 5 nights: Seminyak hotel (1 family room, breakfast), private return airport transfers, 2 full-day guided tours, as per itinerary	1	2,850.00	Y	2,850.00
2	Entry fees paid on the client's behalf, at cost	4	30.00	N	120.00
3	Service fee: trip planning and booking (non-refundable)	1	75.00	Y	75.00

PAYMENT INSTRUCTIONS

Bank: Sample Bank, City branch
Account name: Sample Holidays
Account no. / IBAN: 000000000000
SWIFT: SAMPXXXX
Payment reference: INV-2027-0042
Bank charges are paid by the sender.

Subtotal	3,045.00
Less: discount (applied to taxed lines)	45.00
Total before tax	3,000.00
Taxable value (lines marked Y, less discount)	2,880.00
Tax (example rate) at 5.00%	144.00
TOTAL	**USD 3,144.00**
Amount paid (deposit, 16-Jan-2027)	1,000.00
BALANCE DUE by 18-Feb-2027	**USD 2,144.00**

TERMS

1. Deposit: USD 1,000 is due on booking. Arrangements are confirmed only once it is received.
2. Balance: USD 2,144.00 is due by 18-Feb-2027, 30 days before departure. If it is not received, we may cancel and the cancellation terms below apply.
3. Cancellation: hotel free until 25-Feb-2027, then the first night is charged, and the full stay from 13-Mar-2027. Transfers and tours free until 48 hours before each service. The service fee is non-refundable.
4. Changes: name changes, date changes and added services may carry supplier charges.
5. Travel insurance is not included. We strongly suggest you hold a policy from the day you pay the deposit.

Authorised signatory: *A. Agent (sample)*

Thank you for booking with us.

The tax line, the 5% rate and every name, number and date on this sample are fictional and illustrate the layout only. What a tax invoice must show depends on your country and whether you are registered: see dmcquote.com/guides/travel-agency-invoice-template.

Sample Holidays (fictional agency)

Unit 1, 1 Example Street, Your City, 000000
+00 0000 0000 | hello@example.com | example.com
Tax registration no.: 0000000000 (sample)

PAYMENT RECEIPT

Receipt no.: **RCPT-2027-0042-1**
Receipt date: **16-Jan-2027**

PAYMENT DETAILS	
Received from	**Mr and Mrs A. Sample**
Against invoice no.	**INV-2027-0042**
Booking ref.	**BALI-0320**
Payment method	**Bank transfer**
Payment reference / transaction ID	**TRX-000000**
Currency	**USD**

AMOUNTS	
Invoice total	3,144.00
Paid before this receipt	0.00
Amount received now	1,000.00
Total paid to date	1,000.00
Balance remaining	**2,144.00**

Received with thanks. This receipt confirms payment only. Your travel documents follow separately once the booking is confirmed.

Received by: _____

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Template from DMC Quote, a B2B travel portal for travel agents (dmcquote.com). The guide that goes with it is at dmcquote.com/guides/travel-agency-invoice-template. Free to use and edit. It is a layout, not tax or legal advice: check what a tax invoice must show in your country with your accountant.