

Hotel Booking PDF Invoices Addon Documentation

Updated on November 4, 2020

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This addon allows you to automatically email invoices as PDFs to your guests upon booking submission.

Installation and setup


1. Download a .zip archive with the [Hotel Booking PDF Invoices add-on](#) files.
2. Install the plugin from your WordPress Dashboard via Plugins → Add New → Upload Plugin → Browse → Install Now.
3. Activate the plugin (*Note:* this add-on requires [Hotel Booking plugin](#) 3.8.6 or greater).
4. Go to Accommodation → Settings → Extensions tab → Invoices → scroll down to License to input your license key and save the changes.

Customize invoice template

A PDF invoice consists of two parts:

- Automatically generated customer and booking details (different for each booking)
- Your custom property/hotel information (fixed).

First, include all brand property information into your invoice via Accommodation → Settings → Extensions tab → Invoices. Here is what you can do with your invoice:

General	Admin Emails	Customer Emails	Email Settings	Payment Gateways	Extensions
Extensions Styles Checkout Fields Notifier Payment Request Invoices					
Send Invoice in Email		Copy and paste the %pdf_invoice% tag to the Approved booking email template to send invoice as an attachment.			
Invoice Title	<input type="text" value="Invoice"/>				
Company Logo	 Remove image				
Company Name	<input type="text" value="Danny Inn & Suites Alabama"/>				
	<i>Company name shown on invoice.</i>				
Company Information	<input type="text" value="93 Wynn Drive NW Space & Rocket Center, Huntsville, AL 35805, Alabama, United States of America"/>				
	<i>Company information shown on invoice.</i>				
Additional Information	<input type="text" value="Using HOTEL INFO, you can also find many hotels in North America, South America, Australia, Asia and Africa, all at great prices. Our hotel search allows you to compare hotels in New York, Las Vegas, Miami, Chicago, Bangkok, Singapore, Dubai and many more."/>				
	<i>The text entered in this box will appear at the bottom of the invoice.</i>				
Invoice Link on Confirmation Page	<input type="checkbox"/> Add a link to a PDF invoice to the booking confirmation page on your site.				

- Add an Invoice title (e.g. *Invoice*)
- Upload a company logo
- Add a company name (e.g. the name of your property or hotel)
- Add company information (e.g. address)
- Additional information that will be added at the bottom of the invoice (here you can include any legal information, site links or whatever information for guest reference).

For example:

The screenshot shows a PDF invoice for Danny Inn & Suites Alabama. The invoice includes a company logo, company name, address, and contact information. It also features a table for booking details and a table for payment details. Red arrows point to specific elements: the company logo, the company name, the company address, the word 'INVOICE', and a footer note about hotel search options.

Company logo →

Company name → DANNY INN & SUITES ALABAMA

Company information → 98 Wynn Drive NW Space & Rocket Center, Huntsville, AL 35805, Alabama, United States of America

Invoice title → INVOICE

Additional information → Using HOTEL INFO, you can also find many hotels in North America, South America, Australia, Asia and Africa, all at great prices. Our hotel search allows you to compare hotels in New York, Las Vegas, Miami, Chicago, Bangkok, Singapore, Dubai and many more.

Booking Details:

DATES	AMOUNT
April 11, 2020	\$780
April 12, 2020	\$780
April 13, 2020	\$780
April 14, 2020	\$780
DATES SUBTOTAL	\$3,120
ACCOMMODATION SUBTOTAL	\$3,120
SUBTOTAL	\$3,120
TOTAL	\$3,120

Payment Details:

PAYMENT ID	DATE	PAYMENT METHOD	STATUS	AMOUNT
—	—	—	—	—
TOTAL PAID				\$0
TO PAY				\$3,120

If you want to display a link to an automatically generated invoice on your website right after a guest submits a booking, tick this option in the settings:

Invoice Link on Confirmation Page Add a link to a PDF invoice to the booking confirmation page on your site.

This allows guests to view and download PDF invoices on your website by following a link:

Booking Confirmed

Booking Details

Booking:	Check-in:	Check-out:	Total:	Status:
1629	November 12, 2020	November 13, 2020	\$950	Confirmed

Details: [Alps Mountains Cottage Monte](#)

[View Invoice](#)

Include a PDF invoice tag into guest emails

To automatically send PDF invoices as email attachments, make sure to copy and paste *this tag* `%pdf_invoice%` into the Approved booking email template (via Accommodation → Settings → Customer Emails).

Approved Booking Email

Email that will be sent to customer when booking is approved.

Disable this email notification

Subject: %site_title% - Your booking #%%booking_id% is approved

Header: Your booking is approved

Email Template

Add Media

Visual Text



Dear %%customer_first_name% %%customer_last_name%, your reservation is approved!

Download PDF invoice in attachments %pdf_invoice%

Details of booking

ID: #%%booking_id%
Check-in: %%check_in_date%, from %%check_in_time%
Check-out: %%check_out_date%, until %%check_out_time%

[View Booking](#)

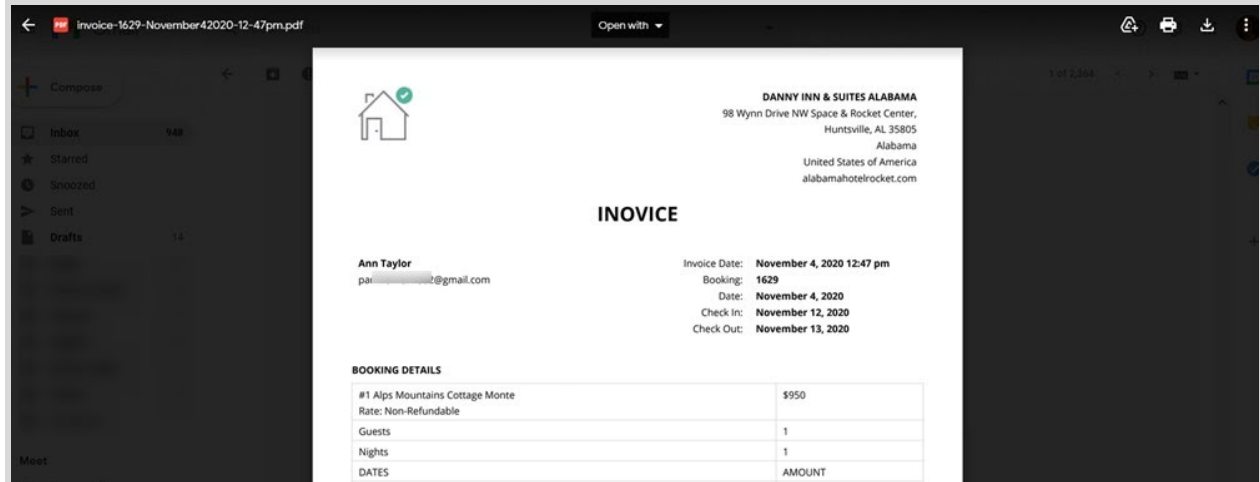
%%reserved_rooms_details% %%cancellation_details%

Total Price:

%%booking_total_price%
Price Breakdown - %%price_breakdown%

Customer Information

Guests will be able to find attachments in emails - they can view, download and print them:



Please note: invoices are generated even for unpaid bookings:

PAYMENT DETAILS				
PAYMENT ID	DATE	PAYMENT METHOD	STATUS	AMOUNT
—	—	—	—	—
TOTAL PAID				\$0
TO PAY				\$950

Once a customer has paid or you added a payment manually, details in the invoice are automatically regenerated.

View invoices in the admin dashboard

As an administrator, you can view customer invoices:

- 1) From the list of all bookings (hover the mouse over the needed booking)

WooCommerce

Products

Analytics

Accommodation

Bookings

All Bookings

Payment History

Calendar

Coupons

Booking Rules

Taxes & Fees

Notifications

Checkout Fields

Sync Calendars

Reports

Extensions

Marketing

Appearance

Plugins

Users

Tools

All (9) | Confirmed (5) | Abandoned (2) | Cancelled (1) | Pending Admin (1)

Bulk Actions All dates 9 items

Display imported bookings.

<input type="checkbox"/>	ID	Status	Check-in / Check-out	Guests	Customer Info	Price	Accommodation	Date
<input type="checkbox"/>	Booking #1629	Confirmed	Nov 12 - Nov 13 1 night	Adults: 1	Ann Taylor	\$950 Paid: \$0	Alps Mountains Cottage Monte	2020/11/04
<input type="checkbox"/>	Booking #1625	Pending Admin	Nov 13 - Nov 14 1 night	Adults: 2	—	\$920 Paid: \$0	Beachfront Villa Casa Aurora	2020/11/04
<input type="checkbox"/>	Booking #1621	Abandoned	Nov 12 - Nov 21 9 nights	Adults: 2	—	\$7,885 Paid: \$0	Villa Pasadena	2020/11/04
<input type="checkbox"/>	Booking #1535	Cancelled	Apr 11 - Apr 15 4 nights	Adults: 2	—	\$3,120 Paid: \$0	Villa Bastilicata Grande	2020/04/02
<input type="checkbox"/>	Booking #1109	Confirmed	Dec 26 - Dec 27 1 night	Adults: 1	Anna Taylor	\$705 Paid: \$705	Family Villa Alegria	2019/12/06

2) From any individual booking (open a booking)

Edit Booking

Booking Information

ID:

Check-in Date: *

Check-out Date: *

Update Booking

Status:

Created on: November 4, 2020 @ 12:47 pm

Logs

Invoice

Payment Request

Disable automatic payment requests for this booking

Payment request link to send manually
https://uglywebsites.org/bookium/mphb_booking/1629/?key=booking_1629_5fa2a2dd0a1cc351676081

Once any information in the booking changes, the invoice will be updated accordingly.