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the Guest's identity when presenting the bill below. All guest mailing addresses (or BNB Air Clients) who must receive and pay this invoice must be entered line-by-line on the next three lines. 4 - Specify the Billed Guest Services table has been set to the middle of the invoice to give Guests an easy-to-read area to review their bill. The four columns divided by will allow the preferred presentation for BNB fees that require payment. The first field is labeled Description and receives a list of dates guests stay at the billed address. Any facilities provided may also be listed here; either separately or as part of a general package. Report this information as needed. Continue presenting details on bnb's stay by reporting the number of nights guests (or Air BNB) must pay in the # Nights column then the exact cost of space for one night in the Price Per Night column. If you list bnb air service (i.e. internet) separately then be sure to coordinate the number of nights, it is used and how much that service costs per night. Lastly, you have to multiply the numbers #Nights and Price Per Night to each other then document this as the dollar amount owed in the last column. A few extras has been set out at the bottom of this final column where some additional information regarding Total debt must be reported. In some cases, BnB Air Clients or Guests may be entitled to a Discount. If so, then report this as Dollar amount in the box attached to the word Discount. Any BNB Water Client/Guest Service Fee may be responsible for the documentation required in the next two boxes. Enter the fee according to the appropriate cost. The next labeled box (Occupancy And Cost Taxes) will require the tax required by your local government for the stay added to the tax required for cleaning or service fees. Now we will present how much to pay in Total. This total should be the value in the Discount box which is deducted from the value of the Amount you entered as the base cost then added to the value of Cleaning Fee, Service Fee, Residential Tax and Fees advertisement. The invoice that we will send can have a deadline attached to it through the sentence below it. Enter the maximum number of Days a Guest or BNB Air Client is allowed to wait to send payment on time in response to this document. The empty line at the end of this document (attached to Comments Or Special Instructions) should be used as a place to present BnB Air Guests or Clients with any information that remains unattended. Download: Microsoft Excel (.xlsx)1 - Get BNB Faktur Udara Faktur BNB Udara can be downloaded as a spreadsheet that you might edit with your copy of Excel. The document preview on this page comes with an Excel button that you might use to download this file. Similarly, the above Microsoft Excel (.xlsx) link will give you access to the same file.2 - Present BNB Air Identity And Invoice This document will depend on the BNB Air Client's recognition of the Sender. Thus, import the Air BNB logo or banner into cell A1 and type its official Company Name in cell A2. The Property Owner who runs Air BNB and sends this document to Guest must identify himself or herself in cell A3 by Name. Replace the current bracket text label with this material by typing it directly into the cell. Give Guest or Air BNB clients the ability to contact you by mail using cells A4, A5, and A6. This content is expected to be produced with each line of address or item into its own cell. Accordingly, cell A4 must be used for bnb water correspondence Street Address, cell A5 for City, State, Country of this mailing address, and cell A6 should be used to indicate the appropriate Zip Code. An Email Address where Guest/Client can reliably contact the Property Owner must be produced in cell A7. Finally, in cell A8 displays the phone number of the BnB Air clients can be used to contact the Property Owner (or Manager) if necessary. Note that just across the page from the identity and mailing address of Air BNB are some of the cells under the heading Invoice # and Date. Both items are considered standard materials for the document and will require appropriate information generated in their respective cells. Therefore, set the unique value to Invoice # and record it in cell F4. You can leave cell H4 as the screen for the current Date. Today will be considered on the first day when the amount paid from this invoice will be officially owed by the Guest. 3 - BNB Air Client Or Guest Bill For RentalThe Air BNB Client must also be clearly documented before we proceed with the bill he has to pay. The Title Bill To will serve to separate this information from the rest of the invoice while also assigning the Payer role to the Client. Enter the Guest Legal Name in cell A11 (or The name of the entity that will pay the Guest bill) and then continue to complete the billing address where this invoice will be sent (if sent) to cells A12, A13, and A14. Cell A17 will be the first field where we will discuss the bills to be paid. Present the reason for this charge in cell A17. It would be appropriate to document the Range of Guest's stay date, Air BNB address, Guest's name (if different from that in cell A11), and/or any name or contract number. The next two cells will complement each other in supporting bnb air residence fees or billed services. Look at guest records and count how many nights he's staying. Report this number to cell contents F17 and then tell Recipient how much a night will cost in cell G17. Note that some items will be produced in column H. This will be the base Amount owed for the stay. Cell H18 is provided for any Discounts intended for the benefit of BNB Water Clients. If one should apply to this bill then, put it in cell H18. Keep in mind that as a spreadsheet, the formula required to calculate the dollar value of the Discount has been given to this cell therefore, you can report this information as an actual percentage. H19 and H20 cells are also paired together and allow additional charges to be applied for reporting. Use cell H19 to document cleaning costs (if Guests have to pay separately) and H20 cells to show additional service charges. Now, whether cells H18 through H20 are provided with information or not (i.e. they may not have been applied), you still need to settle this section of the invoice with taxes to be charged for occupancy. This is in cell A21. If there is a service/cleaning fee that requires taxes to be paid then, add to the occupancy tax that you must be charged, and present the entire amount of tax in this cell (cell A21, Occupancy Tax And Fees). Once you satisfy cell A21 with the information, Total will display the full amount of the debt (minus any applicable discounts). 4 - Additional BNB Disclosure or Instruction Can Be IncludedA sentence in cell A23 will require some input if you wish to apply the invoice grace period for this payment. To apply such a grace period, enter it in Days as a substitution to a hashtag in this cell. Additional Air BNB information, disclosure, or instructions may be placed directly into the contents of cell A24. You can also use this area to draw attention to any attachments that may have been included

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