TAX INVOICE

GST invoice format for a caterer

Supplier name	Your business name	**Customer name**	Customer / business name
Address	Shop/office address, city, state, PIN	**Customer address**	Billing address
GSTIN	27ABCDE1234F1Z5	**Customer GSTIN**	If registered (B2B)
Invoice no.	INV/25-26/0001	**Event date and venue address**	
Invoice date	DD/MM/YYYY	**Guaranteed and actual plate count**	
Place of supply	State name (state code)	**Menu package name**	
		Advance receipt reference	
		Live counters and service staff	
		Customer GSTIN for corporate events	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Veg dinner buffet package - outdoor catering	996334	300 PLATE	450.00	135,000.00	5%	3,375.00	3,375.00	141,750.00
2	Extra plates served beyond guarantee	996334	25 PLATE	450.00	11,250.00	5%	281.25	281.25	11,812.50
3	Live dosa counter with cook	996334	1 NOS	12,000.00	12,000.00	5%	300.00	300.00	12,600.00
4	Service staff (waiters), 8-hour shift	996334	12 NOS	900.00	10,800.00	5%	270.00	270.00	11,340.00
								Taxable	169,050.00
								GST	8,452.50
								Total (Rs.)	**177,502.50**

Inter-state sale? Replace CGST + SGST with IGST at the full GST rate.

Amount in words: _____

Bank / UPI details: _____

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

For (Supplier name) — Authorised signatory

Free template from billingsoftware.co (Billing Software by Betterwork)