TAX INVOICE

GST invoice format for a computer training institute

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	**Student name and enrolment number**	
Invoice date	DD/MM/YYYY	**Course name, batch and timing**	
Place of supply	State name (state code)	**Course duration and start date**	
		Instalment number and outstanding balance	
		Study material and software access	
		Certification body	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Tally Prime with GST accounting course, 3 months, instalment 1 of 2	999293	1 COURSE	6,000.00	6,000.00	18%	540.00	540.00	7,080.00
2	Advanced Excel and MIS reporting course, weekend batch	999293	1 COURSE	7,500.00	7,500.00	18%	675.00	675.00	8,850.00
3	Python programming fundamentals, 2 months	999293	1 COURSE	12,000.00	12,000.00	18%	1,080.00	1,080.00	14,160.00
4	Course workbook, printed book	4901	1 NOS	300.00	300.00	0%	0.00	0.00	300.00
								Taxable	25,800.00
								GST	4,590.00
								Total (Rs.)	**30,390.00**

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

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