TAX INVOICE

GST invoice format for a courier service

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	**AWB or docket number per shipment**	
Invoice date	DD/MM/YYYY	**Actual and volumetric weight**	
Place of supply	State name (state code)	**Destination zone or pincode**	
		Fuel surcharge percentage	
		COD collection and remittance reference	
		Declared value and insurance or risk charge	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Domestic document courier, within state (up to 500 g)	996812	40 SHIPMENT	45.00	1,800.00	18%	162.00	162.00	2,124.00
2	Surface parcel, rest of India (chargeable weight 5 kg)	996812	25 KG	62.00	1,550.00	18%	139.50	139.50	1,829.00
3	Fuel surcharge on freight (as per tariff month)	996812	1 LOT	410.00	410.00	18%	36.90	36.90	483.80
4	Cash-on-delivery handling fee	996812	12 SHIPMENT	40.00	480.00	18%	43.20	43.20	566.40
5	Carrier's risk charge on declared value	996812	3 SHIPMENT	150.00	450.00	18%	40.50	40.50	531.00
								Taxable	4,690.00
								GST	844.20
								Total (Rs.)	**5,534.20**

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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