TAX INVOICE

GST invoice format for a cyber cafe

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	**Terminal number and time used**	
Invoice date	DD/MM/YYYY	**Customer log reference**	
Place of supply	State name (state code)	**Pages printed or scanned**	
		Online service performed	
		Government or third-party fees collected	
		Items sold	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Internet browsing, per hour	998422	2 HOUR	30.00	60.00	18%	5.40	5.40	70.80
2	Black and white printout, A4	998595	15 PAGE	3.00	45.00	18%	4.05	4.05	53.10
3	Document scanning to PDF and email	998595	6 PAGE	5.00	30.00	18%	2.70	2.70	35.40
4	Online application form filling assistance	998599	1 JOB	100.00	100.00	18%	9.00	9.00	118.00
5	USB pen drive 32 GB	8523	1 NOS	350.00	350.00	18%	31.50	31.50	413.00
								Taxable	585.00
								GST	105.30
								Total (Rs.)	**690.30**

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)