TAX INVOICE

GST invoice format for a freight forwarder

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	**Bill of lading or airway bill number**	
Invoice date	DD/MM/YYYY	**Container numbers and size**	
Place of supply	State name (state code)	**Port of loading and discharge**	
		Shipping bill or bill of entry number	
		Exchange rate for foreign currency charges	
		Pure agent reimbursements block	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Freight forwarding and documentation charges, export shipment (B/L as per annexure)	996713	1 SHIPMENT	6,500.00	6,500.00	18%	585.00	585.00	7,670.00
2	Inland haulage coordination, factory to JNPT	996713	2 CONTAINER	2,500.00	5,000.00	18%	450.00	450.00	5,900.00
3	Container stuffing supervision	996719	2 CONTAINER	1,800.00	3,600.00	18%	324.00	324.00	4,248.00
4	Courier of original documents to consignee	996812	1 SHIPMENT	2,200.00	2,200.00	18%	198.00	198.00	2,596.00

Taxable	17,300.00
GST	3,114.00
Total (Rs.)	**20,414.00**

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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