TAX INVOICE

GST invoice format for a guest house

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	**Room and nights**	
Invoice date	DD/MM/YYYY	**Booking source**	
Place of supply	State name (state code)	**Meals provided**	
		Guest name and ID reference	
		Company GSTIN for business guests	
		Advance and cancellation terms	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Double room accommodation, 3 nights	996311	3 NIGHT	2,200.00	6,600.00	5%	165.00	165.00	6,930.00
2	Single room accommodation, 3 nights	996311	3 NIGHT	1,500.00	4,500.00	5%	112.50	112.50	4,725.00
3	Home-style dinner for guests	996332	6 MEAL	250.00	1,500.00	5%	37.50	37.50	1,575.00
4	Laundry service	999713	8 PCS	40.00	320.00	18%	28.80	28.80	377.60
								Taxable	12,920.00
								GST	687.60
								Total (Rs.)	**13,607.60**

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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