TAX INVOICE

GST invoice format for a hotel

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 number and category**	
Invoice date	DD/MM/YYYY	**Check-in and check-out dates and nights**	
Place of supply	State name (state code)	**Tariff actually charged per night**	
		Booking source	
		Guest company GSTIN	
		Food and beverage folio	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Deluxe room accommodation, 2 nights	996311	2 NIGHT	4,800.00	9,600.00	5%	240.00	240.00	10,080.00
2	Extra bed charge	996311	2 NIGHT	800.00	1,600.00	5%	40.00	40.00	1,680.00
3	In-room dining (room service)	996332	1 NOS	950.00	950.00	5%	23.75	23.75	997.50
4	Laundry service (washing, pressing)	999713	6 PCS	80.00	480.00	18%	43.20	43.20	566.40
								Taxable	12,630.00
								GST	693.90
								Total (Rs.)	**13,323.90**

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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