# TAX INVOICE

*GST invoice format for a kirana store*

| | | | |
|---|---|---|---|
| **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 | **Packed or loose flag** | |
| **Invoice date** | DD/MM/YYYY | **Unit of measure per line** | |
| **Place of supply** | State name (state code) | **MRP printed on pack** | |
| | | **Exempt sub-total** | |
| | | **Credit (udhaar) account reference** | |
| | | **Home delivery address** | |

| # | Description | HSN/SAC | Qty | Rate | Taxable | GST | CGST | SGST | Total |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Wheat atta, pre-packaged and labelled (10 kg bag) | 1101 | 2 BAG | 420.00 | 840.00 | 5% | 21.00 | 21.00 | 882.00 |
| 2 | Basmati rice, loose (not pre-packaged) | 1006 | 5 KGS | 110.00 | 550.00 | 0% | 0.00 | 0.00 | 550.00 |
| 3 | Sugar, loose | 1701 | 3 KGS | 44.00 | 132.00 | 5% | 3.30 | 3.30 | 138.60 |
| 4 | Refined sunflower oil (1 litre pouch) | 1512 | 4 LTR | 150.00 | 600.00 | 5% | 15.00 | 15.00 | 630.00 |
| 5 | Iodised table salt (1 kg pack) | 2501 | 2 PAC | 28.00 | 56.00 | 0% | 0.00 | 0.00 | 56.00 |
| 6 | Detergent washing powder (1 kg) | 3402 | 1 PAC | 120.00 | 120.00 | 18% | 10.80 | 10.80 | 141.60 |
| | | | | | | | | Taxable | 2,298.00 |
| | | | | | | | | GST | 100.20 |
| | | | | | | | | **Total (Rs.)** | **2,398.20** |

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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