TAX INVOICE

GST invoice format for a mess

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	**Plan and month**	
Invoice date	DD/MM/YYYY	**Coupon book number**	
Place of supply	State name (state code)	**Absent days credit**	
		Member name and room or hostel	
		Advance paid	
		FSSAI registration	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Two-time veg meal plan (October)	996331	1 MONTH	3,600.00	3,600.00	5%	90.00	90.00	3,780.00
2	Sunday special lunch	996331	4 MEAL	120.00	480.00	5%	12.00	12.00	504.00
3	Less: absent days credit (3 days, 6 meals)	996331	-6 MEAL	60.00	-360.00	5%	-9.00	-9.00	-378.00
4	Coupon book, 30 meals	996331	1 NOS	1,950.00	1,950.00	5%	48.75	48.75	2,047.50
								Taxable	5,670.00
								GST	283.50
								Total (Rs.)	**5,953.50**

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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