TAX INVOICE

GST invoice format for a stationery shop

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	**Exempt or taxable marker**	
Invoice date	DD/MM/YYYY	**School list or class reference**	
Place of supply	State name (state code)	**Pack count per unit**	
		Ruling and page count	
		Business buyer GSTIN	
		Brand and colour	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	HB graphite pencils (box of 10)	9609	2 BOX	60.00	120.00	0%	0.00	0.00	120.00
2	Exercise notebook, single line, 172 pages	4820	6 PCS	45.00	270.00	0%	0.00	0.00	270.00
3	Non-dust eraser	4016	4 PCS	5.00	20.00	0%	0.00	0.00	20.00
4	Geometry box (mathematical instrument box)	7326	1 PCS	180.00	180.00	5%	4.50	4.50	189.00
5	Ball point pens, blue (pack of 10)	9608	2 PAC	100.00	200.00	18%	18.00	18.00	236.00
6	Office register, 200 pages, hard bound	4820	2 PCS	140.00	280.00	18%	25.20	25.20	330.40
								Taxable	1,070.00
								GST	95.40
								Total (Rs.)	**1,165.40**

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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