TAX INVOICE

GST invoice format for a taxi service

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	**Vehicle registration number and type**	
Invoice date	DD/MM/YYYY	**Duty slip or trip ID**	
Place of supply	State name (state code)	**Opening and closing kilometres**	
		Driver allowance and night halt	
		Tolls, parking and state permit charges	
		GST option statement	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Local cab hire, sedan, 8 hrs/80 km package (duty slip 4521)	996412	6 DUTY	2,200.00	13,200.00	5%	330.00	330.00	13,860.00
2	Extra kilometres beyond package	996412	45 KM	14.00	630.00	5%	15.75	15.75	661.50
3	Outstation trip Pune-Mumbai-Pune, SUV (fuel included)	996412	1 TRIP	6,500.00	6,500.00	5%	162.50	162.50	6,825.00
4	Driver night allowance	996412	1 NIGHT	300.00	300.00	5%	7.50	7.50	315.00
								Taxable	20,630.00
								GST	1,031.50
								Total (Rs.)	**21,661.50**

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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