TAX INVOICE

GST invoice format for a tea stall

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	**Monthly cup count for offices**	
Invoice date	DD/MM/YYYY	**Office name and GSTIN**	
Place of supply	State name (state code)	**Rate per cup and variant**	
		Snacks served	
		Loose tea sold by weight	
		Registration status	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Masala chai (office supply, October)	996331	600 CUP	12.00	7,200.00	5%	180.00	180.00	7,560.00
2	Bun maska served with tea	996331	80 NOS	25.00	2,000.00	5%	50.00	50.00	2,100.00
3	Filter coffee (office supply, October)	996331	150 CUP	15.00	2,250.00	5%	56.25	56.25	2,362.50
4	Assam CTC tea leaves, loose	0902	2 KG	420.00	840.00	5%	21.00	21.00	882.00
								Taxable	12,290.00
								GST	614.50
								Total (Rs.)	**12,904.50**

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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