TAX INVOICE

GST invoice format for a travel agent

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	**PNR or booking reference**	
Invoice date	DD/MM/YYYY	**Passenger name and travel date**	
Place of supply	State name (state code)	**Fare collected as pure agent**	
		Service fee or markup, shown separately	
		Supplier GSTIN for airline or hotel invoice	
		Cancellation and refund reference	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Service fee, domestic air ticket booking (Mumbai-Delhi, PNR XY12AB)	998551	4 TICKET	350.00	1,400.00	18%	126.00	126.00	1,652.00
2	Service fee, rail tatkal booking	998551	2 TICKET	150.00	300.00	18%	27.00	27.00	354.00
3	Service fee, hotel reservation (2 nights)	998552	1 BOOKING	500.00	500.00	18%	45.00	45.00	590.00
4	Visa documentation assistance fee	9985	11 APPLICATION	1,200.00	1,200.00	18%	108.00	108.00	1,416.00
								Taxable	3,400.00
								GST	612.00
								Total (Rs.)	**4,012.00**

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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