TAX INVOICE

GST invoice format for a xerox and photocopy 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	**Page count and sides**	
Invoice date	DD/MM/YYYY	**Colour or black and white**	
Place of supply	State name (state code)	**Paper size and type**	
		Finishing work	
		Customer GSTIN for office and college accounts	
		Job or token number	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Photocopy, A4 black and white, single side	998595	300 PAGE	1.00	300.00	18%	27.00	27.00	354.00
2	Colour print from pen drive, A4	998595	20 PAGE	10.00	200.00	18%	18.00	18.00	236.00
3	Spiral binding with transparent cover	998595	3 NOS	40.00	120.00	18%	10.80	10.80	141.60
4	A4 copier paper 75 GSM (ream of 500 sheets)	4802	2 REAM	280.00	560.00	18%	50.40	50.40	660.80
5	Paper file folder with clip	4820	5 NOS	20.00	100.00	18%	9.00	9.00	118.00
								Taxable	1,280.00
								GST	230.40
								Total (Rs.)	**1,510.40**

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

Free template from billingsoftware.co (Billing Software by Betterwork)