

GST TAX INVOICE

ORIGINAL FOR RECIPIENT

SELLER / SUPPLIER	INVOICE DETAILS
Business Name	Invoice Number
Business Address	Invoice Date
GSTIN	Due Date
State / State Code	Place of Supply
Email / Phone	Reverse Charge

BILL TO	SHIP TO
Customer / Business Name	Recipient Name
Billing Address	Shipping Address
GSTIN	State / State Code
Contact Details	Delivery Details

Description of Goods / Services	HSN / SAC	Quantity	Unit	Rate	Discount	Taxable Value	CGST	SGST	IGST
Taxable Amount									

TAX DETAILS	TOTALS
CGST	Subtotal
SGST	CGST
IGST	SGST
CESS / Other Tax	IGST
Total Tax Amount	Grand Total
Amount in Words	Amount in Words

BANK / PAYMENT DETAILS	TERMS & CONDITIONS
Bank Name	Payment Terms
Account Holder	Notes / Terms
Account Details	Declaration

AUTHORIZED SIGNATORY	
For Business Name	Signature
Name / Designation	

Blank GST invoice template — enter all transaction details before issuing.