

<Your Company Name>

<Registered address, city, state, PIN>

GSTIN: <15-char GSTIN> · State: <State + code>

TAX INVOICE

(Original for Recipient)

Invoice No.	<max 16 chars, unique per FY>	Invoice Date	<DD-MM-YYYY>
Place of Supply	<State + state code>	Reverse Charge	Yes / No
e-Invoice IRN	<64-char IRN — only when e-invoicing applies>		

BILL TO	SHIP TO (if different)
<Buyer name> GSTIN: <or "Unregistered" — details mandatory if value ≥ ₹50,000> <Address, state + state code>	<Delivery address where different from place of supply>

Signed QR code
(e-invoice only)

#	Description of Goods / Services	HSN/SAC	Qty	UQC	Rate ₹	Taxable ₹	CGST	SGST	IGST	Total ₹
1	<item>	<6-digit>								
2										
3										
4										
TOTALS										
Round off										
GRAND TOTAL										
Amount in words: <rupees ... only>										

Bank: <bank + branch> · A/c: <number> · IFSC: <code> · UPI: <id>

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

For <Your Company Name>

Authorised Signatory

Intra-state: charge CGST + SGST. Inter-state: charge IGST only. Exports/SEZ: add the Rule 46 endorsement wording ("SUPPLY MEANT FOR EXPORT ... ON PAYMENT OF INTEGRATED TAX" or "... UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF INTEGRATED TAX"). Serial number: max 16 characters, unique per financial year. Template by Mith Tech · mith.tech/blog/gst-invoice-format · verified Aug 2026 — confirm current rules with your CA.