Sample — placeholder details

Your Shop Name

Shop 4, Station Road, Nashik, Maharashtra 422001
Phone: 98xxxxxx10
Not registered under GST

CASH MEMO

BILL TO
Customer name
Nashik

Memo no. 0311
Date 26-10-2026

#	ITEM	QTY	RATE	AMOUNT
1	Dress material, 3-piece (cotton)	2 Set	750.00	1,500.00
2	Dupatta, chiffon	1 Nos	280.00	280.00

Received with thanks in cash.
Not registered under GST. No GST charged.

Sub-total	1,780.00
Total	**₹1,780.00**

Received by

Free template from Zap Invoice. Fill it online: zapinvoice.in/formats/cash-memo-format

Blank format — print and fill in

YOUR BUSINESS NAME, ADDRESS, GSTIN

CASH MEMO

BILL TO

Memo no. _____

Date _____

#	ITEM	QTY	RATE	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				

NOTES / TERMS

Taxable value

Total

Signature