Sample — placeholder details

Your Business Name

Shop 12, Market Road, Pune, Maharashtra 411002
GSTIN: 27ABCDE1234F1Z5
Phone: 98xxxxxx10

CREDIT NOTE

BILL TO

Buyer Business Name
Office 5, FC Road, Pune, Maharashtra 411004
GSTIN: 27PQRSX5678K1Z2
State: Maharashtra (27)

Credit note no.	CN/2026-27/0007
Date	26-10-2026
Against invoice	INV/2026-27/0143 dt 20-10-2026
Reason	Goods returned (damaged)

#	ITEM	HSN	QTY	RATE	GST	AMOUNT
1	Cushion covers, 16×16 in (returned)	6304	4 Nos	160.00	5%	640.00

The buyer should reverse the matching input tax credit.

Taxable value	640.00
CGST 2.5% + SGST 2.5%	32.00
Total	**₹672.00**

For Your Business Name — Authorised signatory

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

Blank format — print and fill in

YOUR BUSINESS NAME, ADDRESS, GSTIN

CREDIT NOTE

BILL TO

Credit note no. _____
Date _____
Against invoice _____
Reason _____

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

NOTES / TERMS

Taxable value
CGST
SGST

Total

Signature