Sample — placeholder details

Your Business Name

Office 3, Baner Road, Pune, Maharashtra 411045
GSTIN: 27ABCDE1234F1Z5

TAX INVOICE

Original for recipient

BILL TO

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

Invoice no.	INV/2026-27/0088
Date	26-10-2026
Place of supply	Maharashtra (27)
Due date	25-11-2026

#	ITEM	SAC	QTY	RATE	GST	AMOUNT
1	Website maintenance, October 2026	998314	1 Month	12,000.00	18%	12,000.00
2	Product photo editing	998386	40 Nos	75.00	18%	3,000.00

Tax is not payable on reverse charge basis.
Payment due within 30 days.

Taxable value	15,000.00
CGST 9% + SGST 9%	2,700.00
Total	**₹17,700.00**

For Your Business Name — Authorised signatory

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

Blank format — print and fill in

YOUR BUSINESS NAME, ADDRESS, GSTIN

TAX INVOICE

Original for recipient

BILL TO

Invoice no. _____
Date _____
Place of supply _____
Due date _____

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

NOTES / TERMS

Taxable value
CGST
SGST

Total

Signature

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