

Sample GST Tax Invoice Template

Illustrative example only. Verify every classification, rate, and legal requirement before issue.

SUPPLIER DETAILS

Name: [Enter supplier legal name]

Address: [Enter supplier address]

GSTIN: [Enter and verify GSTIN]

State / UT and code: [Enter details]

INVOICE DETAILS

Invoice number: [Enter number]

Invoice date: [Enter date]

Place of supply: [Enter place and code]

Supply type: [Intra-state / Inter-state]

Reverse charge: [Yes / No]

RECIPIENT DETAILS

Name: [Enter customer name]

Address: [Enter customer address]

GSTIN / UIN: [Enter if applicable]

DELIVERY DETAILS

Address: [Enter if different]

State / UT: [Enter details]

State code: [Enter two-digit code]

Description	HSN / SAC	Qty / Unit	Taxable value	GST rate %	CGST + SGST / UTGST	IGST
Illustrative consulting service	[Verify SAC]	1 Service	25,000.00	[Blank]	[Blank]	[Blank]

Taxable value	25,000.00	Total GST	[Blank until rate verified]
Invoice total	[Complete after tax]	Amount in words	[Enter amount in words]

Declaration / terms

[Enter applicable declaration, payment terms, bank details, or statutory references.]

Authorised signatory

Signature: _____

Rate safety: GST rate fields are intentionally blank. Blank does not mean nil-rated or exempt. Verify the rate, conditions, reverse-charge treatment, and effective date before completing this template.

Reference: CBIC tax invoice particulars under Rule 46 - <https://cbic-gst.gov.in/gst-invoice-rules.html>