

Goods and Services Tax

Proforma as per GST Rules

- 1] Invoice
- 2] Export Invoice
- 3] Bill of Supply
- 4] Receipt Voucher
- 5] Payment Voucher
- 6] Refund Voucher
- 7] Debit Note
- 8] Credit Note

| Contributed by |

Ankita Garg & Co.

CHARTERED ACCOUNTANTS

Ground Floor

House No. 11, Vasudha Enclave, Pitam Pura
New Delhi-110034.

Mobile: +91-9968084748, 9999466272

Ankita@Taxconsultantindia.in

Pankaj@taxconsultantindia.in

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

INVOICE

Original for Receptient
Duplicate for Supplier/Transporter
Triplicate for Supplier

Reverse Charge :		Transportation Mode :	
Invoice No. :	AMKS/17-18/00000	Vehicle Number :	
Invoice Date :		Date of Supply :	
State :	Gujarat	Place of Supply :	
	State Code : 24		

Details of Receiver Billed to:		Details of Consignee Shipped to:	
Name :		Name :	
Address :		Address :	
GSTIN :		GSTIN :	
State :	State Code :	State :	State Code :

Sr. No.	Name of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total	
									Rate	Amount	Rate	Amount	Rate	Amount		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
Total :				-		-		-		-		-		-		-

Total Invoice Amount in Words:	Total Amount Before Tax :	-
	Add : CGST :	-
	Add : SGST :	-
	Add : IGST :	-
	Tax Amount : GST :	-
: Bank Details :	Total Amount After Tax :	-

• Bank Account Number : [[Account Number]]
• Bank Branch IFSC : [[IFSCCODE]]

: Terms and Conditions :

GST Payable on Reverse Charge :
Certified that the particulars given above are true and correct.
For, ANKITA GARG & Co.

(Common Seal)

Authorised Signatory

[E&OE]

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

INVOICE

Original for Receptient
Duplicate for Supplier/Transporter
Triplicate for Supplier

Reverse Charge : No	Transportation Mode :
Invoice No. : AMKS/17-18/00001	Vehicle Number :
Invoice Date : 01-July-2017	Date of Supply :
State : Gujarat	Place of Supply : Gujarat
State Code : 24	

Details of Receiver Billed to:		Details of Consignee Shipped to:	
Name : ABCD Enterprises Private Limited	Name : PQRS	Address : Address of the Customer	Address : Gandhidham
GSTIN : 24ABCCA1234Z1ZX	GSTIN : 24AAAPP0000Z1ZX	State : Gujarat	State : Gujarat
State Code : 24	State Code : 24	State Code : 24	State Code : 24

Sr. No.	Name of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total
									Rate	Amount	Rate	Amount	Rate	Amount	
1	Consultancy	111111		1	1,50,000	1,50,000	-	1,50,000	9.00%	13,500	9.00%	13,500	0.00%	-	1,77,000
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
Total :				1		1,50,000	-	1,50,000		13,500		13,500		-	1,77,000

Total Invoice Amount in Words: Rupees One lakh Seventy Seven Thousand Only	Total Amount Before Tax :	1,50,000	
	Add : CGST :	13,500	
	Add : SGST :	13,500	
	Add : IGST :	-	
	Tax Amount : GST :	27,000	
: Bank Details :		Total Amount After Tax :	1,77,000

• Bank Account Number : [[Account Number]]
• Bank Branch IFSC : [[IFSCCODE]]

: Terms and Conditions :

(Common Seal)

GST Payable on Reverse Charge : N.A.
Certified that the particulars given above are true and correct.
For, ANKITA GARG & Co..

Authorised Signatory

[E&OE]

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

EXPORT INVOICE

Original for Recipient
Duplicate for Supplier/Transporter
Triplicate for Supplier

Supply Meant for Export Under Bond or Letter of Undertaking without Payment of Integrated Tax (IGST)

Reverse Charge : No	Transportation Mode :
Invoice No. : AMKS/1718/E00001	Vehicle Number :
Invoice Date : 01-July-2017	Date of Supply :
State : Gujarat	Place of Supply : Gujarat
State Code : 24	

Details of Receiver | Billed to:

Details of Consignee | Shipped to:

Name : ABCD Enterprises Private Limited	Name : PQRS
Address : Address of the Customer	Address : Gandhidham
Country :	Country :

Sr. No.	Name of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total
									Rate	Amount	Rate	Amount	Rate	Amount	
1	Consultancy	111111		1	1,50,000	1,50,000	-	1,50,000	0.00%	-	0.00%	-	0.00%	-	1,50,000
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
Total :				1		1,50,000	-	1,50,000		-		-		-	1,50,000

Total Invoice Amount in Words:

Rupees One lakh Fifty Thousand Only

Total Amount Before Tax	:	1,50,000
Add : CGST	:	-
Add : SGST	:	-
Add : IGST	:	-
Tax Amount : GST	:	-
Total Amount After Tax	:	1,50,000

: Bank Details :

- Bank Account Number : [[[Account Number]]]
- Bank Branch IFSC : [[[IFSCCODE]]]

GST Payable on Reverse Charge : N.A.

: Terms and Conditions :

Certified that the particulars given above are true and correct.

For, ANKITA GARG & Co.

(Common Seal)

Authorised Signatory

[E&OE]

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

Bill of Supply

Serial Number : AMKS/17-18/00000 State : Gujarat
Date of Issue : State Code : 24

Details of Receiver Billed to:		Details of Consignee Shipped to:	
Name :		Name :	
Address :		Address :	
GSTIN/UIN :		GSTIN/UIN :	
State :	State Code :	State :	State Code :

Sr. No.	Description of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Value of Supply
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total :					-		-	-

Total Invoice Amount in Words:

: Bank Details : • Bank Account Number : [[Account Number]] • Bank Branch IFSC : [[IFSCCODE]]	(Common Seal)	Certified that the particulars given above are true and correct. For, ANKITA GARG & Co.
: Terms and Conditions :		Authorized Signatory

[E&OE]

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

RECEIPT VOUCHER

Details of Receiver				Reverse Charge			
Name :				Reverse Charge :			
Address :				Voucher Number :			
GSTIN/UIN :				Voucher Date :			
State :				Place of Supply :			
				State :			
				State Code :			

Description of Product / Service	HSN ACS	Taxable Value	CGST		SGST		IGST		Advance Received (Rs.)
			Rate	Amount	Rate	Amount	Rate	Amount	

Certified that the particulars given above are true and correct. For, ANKITA GARG & Co. Authorised Signatory	Common Seal	Total Amount Before Tax :	-
		Add : CGST :	-
		Add : SGST :	-
		Add : IGST :	-
		Tax Amount : GST :	-
		Total Amount After Tax :	-
		GST Payable on Reverse Charge :	-

[E&OE]

Contributed by Ankita Garg & Co. | Chartered Accountants
Email: Pankaj@taxconsultantindia.in,
Ankita@taxconsultantindia.in

Mobile:9968084748
W: Taxconsultantindia.in

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

PAYMENT VOUCHER													
Details of Supplier					Voucher Number :								
Name :					Voucher Date :								
Address :					Place of Supply :								
GSTIN/UIN :					State :								
State :					State Code :					State Code :			
Description of Product / Service	HSN ACS	Taxable Value	CGST		SGST		IGST		Amount Paid (Rs.)				
			Rate	Amount	Rate	Amount	Rate	Amount					
Advance Paid [in Words]:													
Certified that the particulars given above are true and correct.					Total Amount Before Tax :					-			
For, ANKITA GARG & Co.					Add : CGST					:		-	
					Add : SGST					:		-	
Authorised Signatory					Add : IGST					:		-	
					Tax Amount : GST					:		-	
Common Seal					Total Amount After Tax					:		-	
[E&OE]													

Contributed by Ankita Garg & Co. | Chartered Accountants
Email: Pankaj@taxconsultantindia.in,
Ankita@taxconsultantindia.in

Mobile:9968084748
W: Taxconsultantindia.in

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

REFUND VOUCHER

Details of Receiver								
Name :				Reverse Charge :	No			
Address :				Voucher Number :				
GSTIN/UIN :				Voucher Date :				
State :			State Code :			Against Receipt No. :		

Description of Product / Service	HSN ACS	Taxable Value	CGST		SGST		IGST		Amount Refunded (Rs.)
			Rate	Amount	Rate	Amount	Rate	Amount	

Amount Refunded [in Words]:

Certified that the particulars given above are true and correct. For, AMKS & Co. Authorised Signatory	Common Seal	Total Amount Before Tax :	-
		Add : CGST	-
		Add : SGST	-
		Add : IGST	-
		Tax Amount : GST	-
		Total Amount After Tax	-
		GST Payable on Reverse Charge :	-

[E&OE]

Contributed by Ankita Garg & Co. | Chartered Accountants
Email: Pankaj@taxconsultantindia.in,
Ankita@taxconsultantindia.in

Mobile:9968084748
W: Taxconsultantindia.in

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

Debit Note

Document No. :				Against Invoice / Bill of Supply		
Date of Issue :				Against Invoice / Bill of Supply No. :		
State :	State Code :			Date of Invoice / Bill of Supply :		

Details of Receiver Billed to:						Details of Consignee Shipped to:					
Name :						Name :					
Address :						Address :					
GSTIN :						GSTIN :					
State :	State Code :					State :	State Code :				

Sr. No.	Name of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total	
									Rate	Amount	Rate	Amount	Rate	Amount		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
Total :				-		-		-		-		-		-		-

Total Invoice Amount in Words:	Total Amount Before Tax :	-
	Add : CGST :	-
	Add : SGST :	-
	Add : IGST :	-
	Tax Amount : GST :	-
	Total Amount After Tax :	-

: Bank Details :
• Bank Account Number : [[Account No.]]
• Bank Branch IFSC : [IFSCCODE]

: Terms and Conditions :

Certified that the particulars given above are true and correct.
For, ANKITA GARG & Co.

(Common Seal)

Authorised Signatory

[E&OE]

ANKITA GARG & Co.

Ground Floor, House No-11
Vasudha Enclave, Pitam Pura, Main Inner Ring Road
New Delhi-110034

Credit Note REVISED INVOICE

Document No. :		Against Invoice / Bill of Supply
Date of Issue :		Against Invoice / Bill of Supply No. :
State :	State Code : <input type="text"/>	Date of Invoice / Bill of Supply :

Details of Receiver Billed to:		Details of Consignee Shipped to:	
Name :		Name :	
Address :		Address :	
GSTIN :		GSTIN :	
State :	State Code : <input type="text"/>	State :	State Code : <input type="text"/>

Sr. No.	Name of Product / Service	HSN ACS	UOM	Qty	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total
									Rate	Amount	Rate	Amount	Rate	Amount	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
Total :				-		-		-		-		-		-	

Total Invoice Amount in Words:	Total Amount Before Tax :	-
	Add : CGST :	-
	Add : SGST :	-
	Add : IGST :	-
	Tax Amount : GST :	-
	Total Amount After Tax :	-

: Bank Details :
• Bank Account Number : [[Account No.]]
• Bank Branch IFSC : [IFSCCODE]

: Terms and Conditions :

Certified that the particulars given above are true and correct.
For, ANKITA GARG & Co.

(Common Seal)

Authorised Signatory

[E&OE]