

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
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AMKS & Co.

1st Floor, Vikram - III, Plot No. 155
Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCP1234Z1ZX

INVOICE

Original for Recipient
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, AMKS & Co.
Authorised Signatory

(Common Seal)

[E&OE]

AMKS & Co.

1st Floor, Vikram - III, Plot No. 155
Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCP1234Z1ZX

INVOICE

Original for Recipient
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 Code : 24			State : Gujarat	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 :

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

(Common Seal)

[E&OE]

AMKS & Co.

1st Floor, Vikram - III, Plot No. 155
Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCPP1234Z1ZX

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, AMKS & Co.

(Common Seal)

Authorised Signatory

[E&OE]

AMKS & Co.

1st Floor, Vikram - III, Plot No. 155
Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCP1234Z1ZX

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, AMKS & Co.
: Terms and Conditions :		Authorised Signatory

[E&OE]

AMKS & Co.

1st Floor, Vikram - III, Plot No. 155
Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCPP1234Z1ZX

RECEIPT VOUCHER

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

AMKS & Co.

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Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCPP1234Z1ZX

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, AMKS & Co.							Add : CGST			-
							Add : SGST			-
Authorised Signatory			Common Seal				Add : IGST			-
							Tax Amount : GST			-
							Total Amount After Tax :			-

[E&OE]

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Sector - 1/A, Off Tagore Road, Gandhidham, Gujarat, India, Pin - 370201.
GSTIN: 24ABCPP1234Z1ZX

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]

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GSTIN: 24ABCP1234Z1ZX

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																
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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, AMKS & Co.

(Common Seal)

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GSTIN: 24ABCPP1234Z1ZX

Credit Note REVISED INVOICE

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															
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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, AMKS & Co.

(Common Seal)

Authorised Signatory