TAX INVOICE

Blank GST bill format - every field required by Rule 46 of the CGST Rules

SUPPLIER (Rule 46(a)-(b))	RECIPIENT (Rule 46(e)-(f))
Name: _____ **Address:** _____ **GSTIN:** _____ **State & code:** _____ **Phone / email:** _____	**Name:** _____ **Address:** _____ **GSTIN / UIN:** _____ **State & code:** _____ **Delivery address:** _____

Invoice number		**Invoice date**	
Place of supply		**Reverse charge (Yes / No)**	
Payment due date		**Transport / vehicle no.**	

S. No	Description of goods / services	HSN / SAC	Qty	Unit	Rate	Taxable value	GST %	CGST	SGST	IGST	Total

Total taxable value (Rs)	
Add: CGST	
Add: SGST / UTGST	
Add: IGST	
Add: Cess (if any)	
Round off	
GRAND TOTAL (Rs)	

Amount in words: _____

Terms and declaration

1. Rule 46 requires the invoice number to be consecutive, unique for the financial year and no longer than 16 characters, using only letters, numbers, hyphen and slash.
2. For an unregistered recipient, the name, address, delivery address, state and state code are mandatory once the invoice value crosses Rs 50,000.
3. Show the place of supply with the state name whenever the supply is inter-state; that single field is what decides IGST against CGST plus SGST.
4. State plainly whether the tax is payable on reverse charge.
5. Issue goods invoices in triplicate (original for recipient, duplicate for transporter, triplicate for supplier) and service invoices in duplicate.
6. Certified that the particulars given above are true and correct.

For _____

Authorised signatory

Free template from blog.mybillplease.com. Fields follow the CGST Rules. GST rates shown are the 0 / 5 / 18 / 40 per cent structure in force from 22 September 2025.