PROFORMA INVOICE

This is a proforma invoice, not a tax invoice. Input tax credit cannot be claimed on it. A tax invoice will be issued at the time of supply.

Seller details	**Buyer details**
Business name: _____	Buyer name: _____
Address: _____	Billing address: _____
State and state code: _____	Shipping address: _____
GSTIN: _____	State and state code: _____
Phone / email: _____	GSTIN (if registered): _____

Proforma invoice no. (separate series, e.g. PI/2026-27/001)	
Date	
Valid until	
Place of supply (state)	
Your reference / enquiry no.	

S.No	Description	HSN/SAC	Qty	Unit	Rate (₹)	Taxable value (₹)	GST %	CGST (₹)	SGST/UTGST (₹)	IGST (₹)	Total (₹)
1											
2											
3											
4											
5											
6											
Total taxable value											
Total CGST											
Total SGST/UTGST											
Total IGST											
Grand total											
Amount in words											

Use CGST + SGST/UTGST when the supplier and place of supply are in the same state or UT; use IGST when they differ.

Terms and details

Advance required (amount or %)	
Delivery period	
Payment terms	
Bank name	
Account name	
Account number	
IFSC	
UPI ID (optional)	

Signature: _____ Date: _____

For [Seller business name] - Authorised signatory