

SUGGESTIVE FORMAT OF INVOICES ETC.

Tin Number: 09312345678 w.e.f. 28-11-2006

Tel. No :

Mob. No.-.....

TAX INVOICE

M/s ABC & Co.

24, Araya Nagar, Kanpur, U.P.

Branch : 112, Alam Bag, Lucknow 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur	Tax Invoice Book No. 1
	Tax Invoice No. 001
	Date : 25-11-2007
To, - Purchaser – M/s XYZ Trading Co. 18, Civil Line, Allahabad	Tel. No..... Tin Number : 09252654878 w.e.f. 08-11-2007 Mobile No.....

S.No	Description of Goods	Quantity or measure of weight of goods	Rates Per Unit	Value of Goods (Rs)
1	Glucose	500 unit	100/-	50,000.00
2				
3				
4				
5				
		Other Charges, if any		Nil
		Amount of discount, if any @ 10%		5,000.00
		Net Amount		45,000.00
		Amount of tax charges @ rate 4%		1,800.00

	Grant Total :-	46,800.00
Pre-Authenticated by	Amount in Words :-	
Signature	Signature of person	
Name	issuing tax invoice	
.....	Name	
Status	Status	
.....		

Terms and Condition:-

Tin Number: 09312345678 w.e.f. 28-11-2006 Tel. No : Mob. No.-.....
SALE INVOICE-1
NON VAT GOODS
M/s ABC & Co.
24, Araya Nagar, Kanpur, U.P.

Branch : 112, Alam Bag, Lucknow 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur	Tax Invoice Book No. 1
	Tax Invoice No. 001
	Date : 25-11-2007
To, - Purchaser – M/s XYZ Trading Co. 18, Civil Line, Allahabad	Tel. No..... Tin Number : 09252654878 w.e.f. 08-11-2007 Mobile No.....

Branch : 112, Alam Bag, Lucknow, - 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur		Sale Invoice Book No. 1		
		Sale Invoice No. 001		
		Date : 25-11-2007		
To, - Purchaser - <div style="display: flex; justify-content: space-between;"> <div> M/s XYZ Trading Co. 18, Civil Line, Allahabad </div> <div> Tin Number : 09252654878 w.e.f. 08-11-2007 </div> </div>				
S.N o	Description of Goods	Quantity or measure of weight of goods	Rates Per Unit	Value of Goods (Rs)
1	Glucose	500 unit	100/-	50,000.00
2				
3				
4				
5				
		Other Charges, if any		Nil
		Amount of discount, if any @ 10%		5,000.00
		Net Amount		45,000.00
		Amount of tax charges @ rate 4%		1,800.00
		Grant Total :-		46,800.00
		Amount in Words :- Signature of person issuing tax invoice Name Status		
Terms and Condition:-				

Tin NO. 09312345678 w.e.f.
28 11-2006

Tel. No :
Mob. No.:-.....

SALE INVOICE - 2

VAT GOODS

M/s ABC & Co.

24, Araya Nagar, Kanpur, U.P.

Branch : 112, Alam Bag, Lucknow, 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur	Sale Invoice Book No. 1
	Sale Invoice No. 001
	Date : 25-11-2007

To, - Purchaser -

M/s XYZ Trading Co.

18, Civil Line, Allahabad

S.No	Description of Goods	Quantity or measure of weight of goods	Rates Per Unit	Value of Goods (Rs)
1	Glucose	500 unit	100/-	50,000.00
2				
3				
		Other Charges, if any		Nil
		Amount of discount, if any @ 10%		5,000.00
		Net Amount		45,000.00
		Grant Total :-		45,000.00
		Amount in Words :-		
		Signature of person issuing tax invoice		
		Name		
		Status		

Terms and Condition:-

FOR CENTRAL SALES

Tin Number :
9312345678 w.e.f.
28-11-2006

Tel. No :
Mob. No.-.....

SALE INVOICE

M/s ABC & Co.

24, Araya Nagar, Kanpur, U.P.

Branch : 112, Alam Bag, Lucknow, - 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur	Sale Invoice Book No. 1
	Sale Invoice No. 001
	Date : 25- 11-2007
To, - Purchaser - M/s XYZ Trading Co. 18, Civil Line, Allahabad Tin Number : 09252654878 w.e.f. 08-11-2007	

S.No	Description of Goods	Quantity or measure of weight of goods	Rates Per Unit	Value of Goods (Rs)
1	Glucose	500 unit	100/-	50,000.00
2				
3				
4				
5				
6				
7				
		Other Charges, if any		Nil
		Amount of discount, if any @ 10%		5,000.0

		0
	Net Amount	45,000.00
	Amount of tax charges @ rate 4%	1,800.00
	Grant Total :-	46,800.00
	Amount in Words :-	
	Signature of person issuing tax invoice	
	Name	
	Status	
Terms and Condition:-		

Tin Number : 09312345678 w.e.f. 28-11-2006		Tel. No : Mob. No.-.....		
BILL				
M/s ABC & Co. 24, Araya Nagar, Kanpur, U.P.				
Branch : 112, Alam Bag, Lucknow, - 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur		Bill Book No. 1		
		Bill No. 001		
		Date : 25-11-2007		
To, - Purchaser - M/s XYZ Trading Co. 18, Civil Line, Allahabad				
S.No	Description of Goods	Quantity or measure of weight	Rates Per Unit	Value of Goods (Rs)

		of goods			
1	Glucose	500 unit	100/-	50,000.00	
2					
3					
4					
5					
		Other Charges			
		Amount of discount, if any @ 10%		5,000.00	
		Net Amount		45,000.00	
		Other details, if any			
		Grant Total :-		45,000.00	
		Amount in Words :-			
		Signature of person issuing tax invoice			
		Name			
				
		Status			
				
Terms and Condition:-					

Tin Number : 09312345678		Tel. No :	
w.e.f. 28-11-2006		Mob. No.-.....	
CASH MEMO			
M/s ABC & Co.			
24, Araya Nagar, Kanpur, U.P.			
Branch : 112, Alam Bag, Lucknow, - 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area,		Bill Book No. 1	
		Bill No. 001	
		Date : 25-11-2007	

Kanpur	
To, - Purchaser - M/s XYZ Trading Co. 18, Civil Line, Allahabad	

S.No	Description of Goods	Quantity or measure of weight of goods	Rates Per Unit	Value of Goods (Rs)
1	Glucose	500 unit	100/-	50,000.00
2				
3				
		Other Charges		
		Amount of discount, if any @ 10%		5,000.00
		Other details, if any		
		Grant Total :-		45,000.00
		Amount in Words :- Signature of person issuing cash memo Name Status		
Terms and Condition:-				

Tin Number : 09312345678 w.e.f. 28-11-2006

Signature/Thumb Impression of Seller Name Status	Amount in Words :- Signature of person issuing purchase invoice Name Status	
Terms and Condition:-		

Tin Number : 09312345678 w.e.f. 28-11-2006	Time of Removal of Goods :
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CHALLAN OR TRANSFER INVOICE

M/s ABC & Co.

24, Araya Nagar, Kanpur, U.P.

Branch : 112, Alam Bag, Lucknow, 15 Navyug Market, Ghaziabad Depo : B-14, Industrila Area, Kanpur	Challan/TRF Invoice Book No. 1
	Challan/TRF Invoice No. 001
	Date : 25-11-2007

To, - Consignee	
M/s XYZ Trading Co.	Tin Number : 09252654878 w.e.f. 08-11-
18, Civil Line,	2007
Allahabad	

S. N o	Description of Goods	Quantity or measure of weight of goods/Numbe r of Packets	Number of Packets	Value of Goods (Rs)
1	Glucose	500 unit		50,000 .00
2				
3	Sales or Stock Transfer			
4				
16				
Grant Total :-				50,00 0.00

Sd/. Signature of
authorized person
authenticating the
challan

Signature
Name

..... Name

Signature of person issuing

Name

.....	
Status	
.....	
.....	Status
<p>> Identification mark or batch number, if any</p> <p>> Tax invoice number or sale invoice number and date (If issued at the time of sale)</p> <p>> Mode of Trasnportation.</p>	

Study Notes