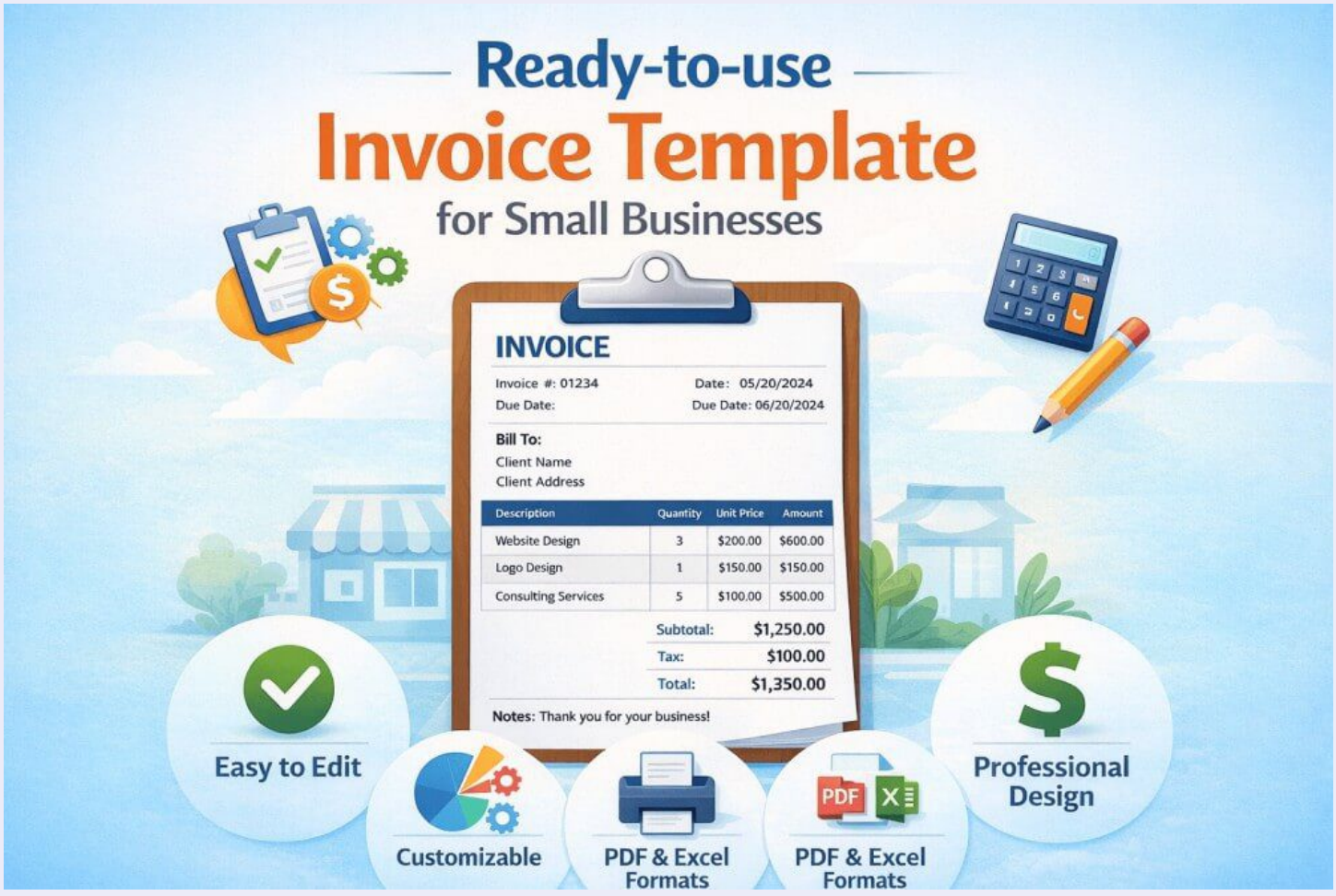
Ready-to-use Invoice Template for Small Businesses



As an entrepreneur if you dreamBIG, managing your business finances professionally is essential for building credibility and maintaining a smooth cash flow. This invoice template is designed specifically for nano business owners, offering both GST-registered and non-GST formats to suit your business needs. Whether you're selling products, offering services, or scaling your business to ₹50 lakh in annual revenue, this ready-to-use template will help you get paid on time while maintaining organized financial records.

Understanding Key Terms

CGST & SGST: Central and State taxes applied on sales within the same state. (Ex. the buyer and seller both are from Maharashtra.)

IGST: Tax applied on sales between different states. (Ex. the buyer is from Maharashtra and the seller is from Uttar Pradesh)

HSN/SAC Code: Classification codes for goods (HSN) and services (SAC) required under GST.

Invoice Format with GST

Add Logo Here

Your Business Name:
Address:

Bill To:	
Address:	
Contact Details:	
GST:	
PAN:	
Invoice Number:	
Place of Supply:	

Invoice Date: __/__/____

Description of Products/Services:

Sr. No.	Description	HSN/SAC Code	Quantity	Rate (₹)	Amount (₹)
1					
2					
				Subtotal	
Add:	SGST (%)				
Add:	SGST (%)				
				Total Invoice Amount	(₹)

Amount in Words Rs-
GST:
PAN:

Bank Details:
Account Name:
Bank Name:
Account Number:
IFSC Code:

Authorized Signature

Invoice Format without GST

Add Logo Here

Your Business Name:
Address:

Bill To:	
Address:	
Contact Details:	
GST:	
PAN:	
Invoice Number:	

Invoice Date: __/__/____

Description of Products/Services:

Sr. No.	Description	Quantity	Rate (₹)	Amount (₹)
1				
2				
			Total Invoice Amount	(₹)

Amount in Words Rs-

Bank Details:
Account Name:
Bank Name:
Account Number:
IFSC Code:

Authorized Signature

Your invoice is more than a payment request – it's a reflection of your business professionalism. At deAsra Foundation, we're committed to empowering nano entrepreneurs with practical tools and templates. Start using this template today and take one step closer to achieving your entrepreneurial goals!
deAsra Foundation is your 24/7 business companion. Access all our resources under the dreamBIG initiative to accelerate your business growth.

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