

QUOTATION

[Your Business Name]

[Address, City, State, PIN]

GSTIN: [15-character GSTIN]

State: [State] · Code: [00]

Quotation No.: QT-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

Place of supply: [State]

BILL TO

[Client Name]

[Address]

GSTIN: [Client GSTIN or Unregistered]

Description	HSN/ SAC	Qty	Rate	Disc %	Taxable	GST %	Total
[LED panel light 18W]	9405	50	450	10%	20,250	18%	23,895
				Taxable value			[0.00]
				CGST ([9]%)			[0.00]
				SGST ([9]%)			[0.00]
				IGST ([18]%)			[0.00]
GRAND TOTAL (INR)							[0.00]

TERMS & NOTES

Amount in words: [Rupees ... only]

This is a quotation, not a tax invoice. A GST tax invoice will be issued on acceptance.

Bank: [Bank name, A/c no., IFSC]

HSN / SAC SUMMARY

HSN [9405]: Taxable [20,250.00] · CGST [1,822.50] · SGST [1,822.50] · IGST [0.00]

HSN [____]: Taxable [____] · CGST [____] · SGST [____] · IGST [____]

FOR [YOUR BUSINESS NAME]

Authorised signatory: _____