[Your Agency Name]

[Address] · [Phone] · [Email]
GSTIN: [GSTIN] · PAN: [PAN]

PROFORMA INVOICE

PI No: [PI-0001]
Date: [DD/MM/YYYY]
Valid until: [DD/MM/YYYY]

BILL TO

CUSTOMER
[Name / Company]
[Address]
GSTIN (if business): [ ]

BOOKING
Booking ref: [ ]
Trip: [Destination, dates]
Place of supply: [State]

PARTICULARS

#	Description	SAC	Taxable value
1	[Tour package: destination, nights, pax]	[ ]	[ ]
2	[Service fee / other]	[ ]	[ ]
		Taxable total	[ ]
		CGST / SGST or IGST ([rate as advised by your CA])	[ ]
		TCS (overseas packages, if applicable)	[ ]
		Total payable	**[ ]**
		Advance received	[ ]
		Balance due by [DD/MM/YYYY]	**[ ]**

PAYMENT DETAILS

Bank: [ ] · A/c name: [ ] · A/c no: [ ] · IFSC: [ ] · UPI: [ ]

This is a proforma invoice issued to request payment. It is not a tax invoice. A GST tax invoice will be issued as per applicable rules. Tax rates and codes shown should be confirmed with your chartered accountant.

Authorised signatory