**Advance Receipt Voucher**

horizontal line

**XYZ Enterprises**123 Main Street  
Mumbai, MH 400001  
GSTIN: 27ABCDE1234F1Z6  
accounts@xyzenterprises.com  
(022) 1234-5678

**Voucher No.:** 005678  
**Date:** September 16, 2024

**To,**ABC Pvt. Ltd.  
456 Business Road  
Mumbai, MH 400002  
GSTIN: 27XYZ9876H1L5

Subject: **Advance Receipt Voucher for [Service/Product]**

Dear Sir/Madam,

This is to confirm the receipt of an advance payment of **₹1,18,000** on **September 15, 2024**, inclusive of GST, for the purpose of **[brief description of service/product]**.

The details of the transaction are as follows:

| **Particulars** | **Amount (₹)** |
| --- | --- |
| Advance Payment (Excluding GST) | ₹1,00,000 |
| CGST @ 9% | ₹9,000 |
| SGST @ 9% | ₹9,000 |
| **Total GST Amount** | ₹18,000 |
| **Total Amount (Including GST)** | **₹1,18,000** |

* **Payment Date:** September 15, 2024
* **Payment Method:** Bank Transfer
* **Purpose of Payment:** [Description of Service/Product]

This voucher serves as acknowledgment of the advance payment received and will be adjusted against the final invoice upon completion of the service/delivery of the product. Please keep this voucher for your records.

If you require any further details or clarification, feel free to contact us.

Thank you for your payment.

**Sincerely,**Ramesh Sharma  
Accounts Manager  
XYZ Enterprises