

# Advance Receipt Voucher

## 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
<b>Total GST Amount</b>	<b>₹18,000</b>
<b>Total Amount (Including GST)</b>	<b>₹1,18,000</b>

- **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