

Debit Note

Debit Note No: DN-2024-0117
Date: 2024-06-21

From:

ABC Enterprises
123 Market Street
Mumbai, Maharashtra - 400001
GSTIN: 27XXXXXXXXXX1Z7

To:

XYZ Traders
45 Commercial Road
Pune, Maharashtra - 411001
GSTIN: 27YYYYYYYYY2Z8

Details

#	Description of Goods / Services	HSN/SAC	Qty	Unit	Rate	Amount
1	Office Chairs	940310	10	Nos	2500.00	25,000.00
2	Transport Charges Short Paid	996543	1	Lot	2,000.00	2,000.00

Subtotal	27,000.00
IGST @ 18%	4,860.00
Total	31,860.00

Reason for Issue: Undercharged amount for supply of office chairs and transport charges in original invoice.
Authorized Signatory

Important Notes:

- This Debit Note increases the amount payable by the recipient for the referenced invoice.
- Debit Notes should clearly mention the reason for issuance.
- It is a legally binding document and must be referenced in future correspondences and GST returns.
- Ensure all corrections are supported by proper documents and approvals.
- Retain this Debit Note for statutory and accounting purposes.