TAX INVOICE

Sample: tax invoice for a corporate conference day · Sri Lanka · amounts in LKR · dates DD/MM/YYYY

Details

Field	Fill in
The words TAX INVOICE	
Supplier TIN (9 digits), registered name and address	
Purchaser TIN, name and address where VAT-registered	
Serial number in YYMMM_QQQQ_XXXXX format, up to 40 characters	
Invoice date and date of supply	
Specific description and quantity with units	
Value excluding VAT, VAT at 18% and total, in LKR to two decimals	
Only VAT-taxable supplies on the invoice	

Items (example lines, replace with your own)

Description	Qty	Unit price	Tax	Amount
Day delegate package: hall, tea breaks and lunch, 80 delegates, 2 days (delegate-day)	160	Rs9,500.00	VAT 18%	Rs1,520,000.00
Conference dinner, 80 guests (guest)	80	Rs5,500.00	VAT 18%	Rs440,000.00
Audio-visual equipment and technician, 2 days (day)	2	Rs35,000.00	VAT 18%	Rs70,000.00
Breakout room hire, 2 days (day)	2	Rs45,000.00	VAT 18%	Rs90,000.00

Subtotal	Rs2,120,000.00
VAT total	Rs381,600.00
TOTAL	Rs2,501,600.00
Deposit	Rs1,250,800.00
Balance due	Rs1,250,800.00

Notes

• Supplier and purchaser TIN, name and address printed as per VAT registration certificates.
• Invoice date and date of supply shown separately; all values in LKR to two decimals.
• Advance of 50% received before the event is shown against this invoice with the balance due.

Sources: IRD Circular SEC/2026/E/03 (20 May 2026): Implementation of Revised Tax Invoice Format, Gazette Extraordinary No. 2481/22 (https://www.ird.gov.lk/en/publications/Circulars_Circulars/SEC_2026_E_03_E.pdf, checked 2026-10-01); Inland Revenue Department: Value Added Tax (rate, registration threshold, returns) (https://www.ird.gov.lk/en/type%20of%20taxes/sitepages/value%20added%20tax%20(vat).aspx, checked

2026-09-25); IRD Notice PN/VAT/2025-01 (Revised): VAT (Amendment) Act No. 04 of 2025, e-filing and end of SVAT (https://www.ird.gov.lk/en/Lists/Latest%20News%20%20Notices/Attachments/677/PN_VAT_2025-01_11042025_E.pdf, checked 2026-09-25)

General information, not tax advice. Example figures only. Template by Venura (venura.org).