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Sales Register Format - Version 1 (Simple)

Register used to record daily sales, invoice numbers, customer details, GST and collection status.

Business / Company Details	Document Details
Business Name: _____ Address: _____ GSTIN: _____ Phone: _____	Format Type: Sales Register Format Version: Simple Date: ____ / ____ / _____ No.: _____

Date	Invoice No	Customer	GSTIN	Taxable Value	GST	Total Amount	Payment Status
01-06-2026	INV-1001	ABC Traders	27ABCDE1234F1Z5	1700	306.0	2006.0	Paid
02-06-2026	INV-1002	Green Leaf Pvt Ltd	27ABCDE1234F1Z5	2700	486.0	3186.0	Pending
03-06-2026	INV-1003	Metro Supplies	27ABCDE1234F1Z5	3800	684.0	4484.0	Part Paid
04-06-2026	INV-1004	Sunrise Enterprises	27ABCDE1234F1Z5	5000	900.0	5900.0	Approved
05-06-2026	INV-1005	Global Retail	27ABCDE1234F1Z5	6300	1134.0	7434.0	Open
Total				**19,500**	**3,510.00**	**23,010.00**	

Summary / Notes	Authorization
Subtotal: _____ Tax: _____ Grand Total: _____ Notes / Terms: _____	Prepared By: _____ Checked By: _____ Authorized Signature: _____