TAX INVOICE

GST invoice format for a bpo and call centre

Supplier name	Your business name	**Customer name**	Customer / business name
Address	Shop/office address, city, state, PIN	**Customer address**	Billing address
GSTIN	27ABCDE1234F1Z5	**Customer GSTIN**	If registered (B2B)
Invoice no.	INV/25-26/0001	**Process name**	
Invoice date	DD/MM/YYYY	**Billing unit and volume**	
Place of supply	State name (state code)	**SLA performance**	
		Billing month	
		Client location	
		Telecom and technology pass-through	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Inbound customer support, dedicated seats, October 2026	998593	20 NOS	45,000.00	900,000.00	18%	81,000.00	81,000.00	1,062,000.00
2	Outbound lead qualification calls, per productive hour	998593	1600 NOS	350.00	560,000.00	18%	50,400.00	50,400.00	660,800.00
3	Email and chat support, per ticket resolved	998593	5000 NOS	35.00	175,000.00	18%	15,750.00	15,750.00	206,500.00
4	Back-office data processing and document indexing	998594	1 OTH	85,000.00	85,000.00	18%	7,650.00	7,650.00	100,300.00
5	SLA penalty for service level below 80% in week 2	998593	1 OTH	-15,000.00	-15,000.00	18%	-1,350.00	-1,350.00	-17,700.00

Taxable	1,705,000.00
GST	306,900.00
Total (Rs.)	**2,011,900.00**

Inter-state sale? Replace CGST + SGST with IGST at the full GST rate.

Amount in words: _____

Bank / UPI details: _____

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

For (Supplier name) — Authorised signatory

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