TAX INVOICE

GST invoice format for a ca firm

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	**ICAI firm registration number (FRN)**	
Invoice date	DD/MM/YYYY	**Engagement and assessment year**	
Place of supply	State name (state code)	**UDIN reference for attest work**	
		Signing partner name and membership number	
		Pure-agent disbursements	
		Retainer period	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Statutory audit fee, FY 2025-26	998221	1 OTH	150,000.00	150,000.00	18%	13,500.00	13,500.00	177,000.00
2	Tax audit under section 44AB with Form 3CD, AY 2026-27	998231	1 OTH	45,000.00	45,000.00	18%	4,050.00	4,050.00	53,100.00
3	Monthly bookkeeping and ledger finalisation, April to June 2026	998222	3 OTH	12,000.00	36,000.00	18%	3,240.00	3,240.00	42,480.00
4	GST return preparation and filing (GSTR-1 and GSTR-3B), quarterly	998239	1 OTH	18,000.00	18,000.00	18%	1,620.00	1,620.00	21,240.00
5	Payroll processing for 40 employees, one month	998223	1 OTH	8,000.00	8,000.00	18%	720.00	720.00	9,440.00

Taxable	257,000.00
GST	46,260.00
Total (Rs.)	**303,260.00**

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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