TAX INVOICE

GST invoice format for a corporate trainer

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	**Programme title**	
Invoice date	DD/MM/YYYY	**Training dates and days**	
Place of supply	State name (state code)	**Participants**	
		Delivery mode and venue	
		Materials and assessments	
		Trainer name	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Leadership development workshop, middle managers, two days	999293	2 OTH	60,000.00	120,000.00	18%	10,800.00	10,800.00	141,600.00
2	Sales negotiation training, virtual, three half-day sessions	999293	3 OTH	25,000.00	75,000.00	18%	6,750.00	6,750.00	88,500.00
3	Psychometric assessment licences, per participant	999293	25 NOS	1,500.00	37,500.00	18%	3,375.00	3,375.00	44,250.00
4	Training workbooks and participant kits	999293	25 NOS	400.00	10,000.00	18%	900.00	900.00	11,800.00
5	Trainer travel and stay for outstation programme	999293	1 OTH	22,000.00	22,000.00	18%	1,980.00	1,980.00	25,960.00
								Taxable	264,500.00
								GST	47,610.00
								Total (Rs.)	**312,110.00**

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

Free template from billingsoftware.co (Billing Software by Betterwork)