TAX INVOICE

GST invoice format for a detective agency

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	**Case reference number**	
Invoice date	DD/MM/YYYY	**Assignment type**	
Place of supply	State name (state code)	**Number of checks**	
		Surveillance days	
		Report delivery date	
		Field expenses	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Pre-employment background verification: address, education and two employers	998521	25 NOS	1,800.00	45,000.00	18%	4,050.00	4,050.00	53,100.00
2	Corporate due diligence on proposed distributor, report	998521	1 OTH	45,000.00	45,000.00	18%	4,050.00	4,050.00	53,100.00
3	Field surveillance assignment, two operatives	998521	4 NOS	12,000.00	48,000.00	18%	4,320.00	4,320.00	56,640.00
4	Outstation travel and lodging for field team	998521	1 OTH	18,000.00	18,000.00	18%	1,620.00	1,620.00	21,240.00
5	Security consulting: office risk assessment	998522	1 OTH	30,000.00	30,000.00	18%	2,700.00	2,700.00	35,400.00

Taxable	186,000.00
GST	33,480.00
Total (Rs.)	**219,480.00**

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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