TAX INVOICE

GST invoice format for a digital marketing 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	**Campaign name and period**	
Invoice date	DD/MM/YYYY	**Platform breakdown**	
Place of supply	State name (state code)	**Media spend versus management fee**	
		Deliverables count	
		Ad account ownership	
		Performance report reference	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Social media management retainer, Instagram and Facebook, 20 posts, October 2026	998361	1 OTH	45,000.00	45,000.00	18%	4,050.00	4,050.00	53,100.00
2	SEO retainer, 30 target keywords, on-page and link building, monthly	998361	1 OTH	35,000.00	35,000.00	18%	3,150.00	3,150.00	41,300.00
3	Google Ads campaign management fee, 15% of media spend	998361	1 OTH	30,000.00	30,000.00	18%	2,700.00	2,700.00	35,400.00
4	Online advertising space purchased on agency ad account and resold, October 2026	998365	1 OTH	200,000.00	200,000.00	18%	18,000.00	18,000.00	236,000.00
5	Landing page design for lead generation campaign	998391	1 OTH	18,000.00	18,000.00	18%	1,620.00	1,620.00	21,240.00

Taxable	328,000.00
GST	59,040.00
Total (Rs.)	**387,040.00**

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)