TAX INVOICE

GST invoice format for an event manager

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	**Event name, date and venue**	
Invoice date	DD/MM/YYYY	**Budget head**	
Place of supply	State name (state code)	**Management fee percentage**	
		Artist and speaker fees	
		Advance received	
		Location of the event	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Event management fee for annual dealer meet, 10% of production cost	998596	1 OTH	120,000.00	120,000.00	18%	10,800.00	10,800.00	141,600.00
2	Stage, lighting and LED wall fabrication and setup	998596	1 OTH	350,000.00	350,000.00	18%	31,500.00	31,500.00	413,000.00
3	Sound and AV equipment hire with technicians, one day	998596	1 OTH	90,000.00	90,000.00	18%	8,100.00	8,100.00	106,200.00
4	Guest registration desk and hospitality staff, 12 persons	998596	12 NOS	3,000.00	36,000.00	18%	3,240.00	3,240.00	42,480.00
5	Anchor and performing artist arrangement	998596	1 OTH	150,000.00	150,000.00	18%	13,500.00	13,500.00	177,000.00
								Taxable	746,000.00
								GST	134,280.00
								Total (Rs.)	**880,280.00**

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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