TAX INVOICE

GST invoice format for a freelancer

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	**GST registration status**	
Invoice date	DD/MM/YYYY	**Project or deliverable description**	
Place of supply	State name (state code)	**Hours and hourly rate**	
		Payment platform or bank details	
		Invoice currency and exchange rate	
		PAN for TDS	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Blog content writing, 8 articles of 1,500 words each	998399	8 NOS	3,000.00	24,000.00	18%	2,160.00	2,160.00	28,320.00
2	Logo and brand identity design, final files with three revision rounds	998391	1 OTH	25,000.00	25,000.00	18%	2,250.00	2,250.00	29,500.00
3	React front-end development, 40 hours	998314	40 OTH	1,500.00	60,000.00	18%	5,400.00	5,400.00	70,800.00
4	English to Hindi translation of product manual, 20 pages	998395	20 NOS	600.00	12,000.00	18%	1,080.00	1,080.00	14,160.00
								Taxable	121,000.00
								GST	21,780.00
								Total (Rs.)	**142,780.00**

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)