TAX INVOICE

GST invoice format for a housekeeping services company

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	**Site and service month**	
Invoice date	DD/MM/YYYY	**Headcount and man-days**	
Place of supply	State name (state code)	**Deep cleaning area**	
		Consumables	
		Machinery used	
		Contract labour licence	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Housekeeping staff deployment, office building, October 2026	998533	6 NOS	18,000.00	108,000.00	18%	9,720.00	9,720.00	127,440.00
2	Housekeeping supervisor, October 2026	998533	1 NOS	24,000.00	24,000.00	18%	2,160.00	2,160.00	28,320.00
3	Cleaning consumables supplied with service, monthly	998533	1 OTH	9,500.00	9,500.00	18%	855.00	855.00	11,210.00
4	Post-construction deep cleaning, 3,500 sq ft	998533	3500 SQF	4.00	14,000.00	18%	1,260.00	1,260.00	16,520.00
5	Glass facade cleaning with rope access	998537	1 OTH	40,000.00	40,000.00	18%	3,600.00	3,600.00	47,200.00
								Taxable	195,500.00
								GST	35,190.00
								Total (Rs.)	**230,690.00**

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)