TAX INVOICE

GST invoice format for an it 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	**Contract or AMC period**	
Invoice date	DD/MM/YYYY	**Devices or users covered**	
Place of supply	State name (state code)	**Service level reference**	
		Ticket or call log summary	
		Hardware lines with HSN	
		Data centre location for hosting	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Annual IT support and helpdesk, 50 users, Oct 2026 quarter	998313	3 OTH	22,500.00	67,500.00	18%	6,075.00	6,075.00	79,650.00
2	Server and network management, monthly	998316	3 OTH	18,000.00	54,000.00	18%	4,860.00	4,860.00	63,720.00
3	Managed cloud hosting, 4 vCPU 16 GB instance, monthly	998315	3 OTH	9,500.00	28,500.00	18%	2,565.00	2,565.00	33,630.00
4	Firewall configuration and security hardening, one-time project	998316	1 OTH	35,000.00	35,000.00	18%	3,150.00	3,150.00	41,300.00
5	On-site engineer visit beyond AMC scope	998313	4 NOS	2,500.00	10,000.00	18%	900.00	900.00	11,800.00
								Taxable	195,000.00
								GST	35,100.00
								Total (Rs.)	**230,100.00**

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)