TAX INVOICE

GST invoice format for a management consultant

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	**Statement of work or PO number**	
Invoice date	DD/MM/YYYY	**Milestone and acceptance date**	
Place of supply	State name (state code)	**Consultant days by grade**	
		Expense recovery basis	
		Place of supply	
		LUT reference for export	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Operations diagnostic, phase 1 milestone: current-state assessment report	998311	1 OTH	400,000.00	400,000.00	18%	36,000.00	36,000.00	472,000.00
2	Senior consultant days, process redesign workstream	998311	12 OTH	25,000.00	300,000.00	18%	27,000.00	27,000.00	354,000.00
3	HR policy and grading structure advisory	998311	1 OTH	180,000.00	180,000.00	18%	16,200.00	16,200.00	212,400.00
4	Stakeholder communication and media relations support, one month	998312	1 OTH	90,000.00	90,000.00	18%	8,100.00	8,100.00	106,200.00
5	Travel and lodging recovered at actuals for site visits	998311	1 OTH	42,500.00	42,500.00	18%	3,825.00	3,825.00	50,150.00

Taxable	1,012,500.00
GST	182,250.00
Total (Rs.)	**1,194,750.00**

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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