TAX INVOICE

GST invoice format for a manpower supply agency

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 labour licence number**	
Invoice date	DD/MM/YYYY	**Skill category and headcount**	
Place of supply	State name (state code)	**Man-days and overtime**	
		PF and ESIC challan reference	
		Service charge percentage	
		Client site	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Contract staffing: housekeeping associates, October 2026, wages	998513	10 NOS	16,500.00	165,000.00	18%	14,850.00	14,850.00	194,700.00
2	Employer PF and ESIC contributions for deployed staff	998513	1 OTH	36,500.00	36,500.00	18%	3,285.00	3,285.00	43,070.00
3	Contract staffing: data entry operators, October 2026, wages	998513	4 NOS	21,000.00	84,000.00	18%	7,560.00	7,560.00	99,120.00
4	Service charge at 8% on wage and statutory cost	998513	1 OTH	32,700.00	32,700.00	18%	2,943.00	2,943.00	38,586.00
5	Temporary staffing for festive warehouse peak, 300 man-days	998514	300 NOS	750.00	225,000.00	18%	20,250.00	20,250.00	265,500.00

Taxable	543,200.00
GST	97,776.00
Total (Rs.)	**640,976.00**

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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