TAX INVOICE

GST invoice format for a market research 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	**Study name and proposal reference**	
Invoice date	DD/MM/YYYY	**Sample size and cities**	
Place of supply	State name (state code)	**Methodology**	
		Milestone	
		Focus group details	
		Respondent incentives	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Consumer brand health study: questionnaire design and pilot	998371	1 OTH	80,000.00	80,000.00	18%	7,200.00	7,200.00	94,400.00
2	Quantitative fieldwork, face-to-face interviews, 6 cities	998371	1200 NOS	450.00	540,000.00	18%	48,600.00	48,600.00	637,200.00
3	Focus group discussions, 8 respondents each, moderation and transcripts	998371	6 NOS	35,000.00	210,000.00	18%	18,900.00	18,900.00	247,800.00
4	Data processing, tabulation and final presentation	998371	1 OTH	120,000.00	120,000.00	18%	10,800.00	10,800.00	141,600.00
5	Pre-election opinion poll, telephone survey, one state	998372	1 OTH	250,000.00	250,000.00	18%	22,500.00	22,500.00	295,000.00

Taxable	1,200,000.00
GST	216,000.00
Total (Rs.)	**1,416,000.00**

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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