TAX INVOICE

GST invoice format for a pr 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	**Retainer month and scope**	
Invoice date	DD/MM/YYYY	**Coverage report reference**	
Place of supply	State name (state code)	**Press releases issued**	
		Event details	
		Newswire and monitoring costs	
		Spokesperson training	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	PR retainer, October 2026: media outreach, two press releases, interview coordination	998312	1 OTH	120,000.00	120,000.00	18%	10,800.00	10,800.00	141,600.00
2	Product launch press conference, Mumbai, planning and media management	998312	1 OTH	180,000.00	180,000.00	18%	16,200.00	16,200.00	212,400.00
3	Paid newswire distribution, national	998312	1 OTH	25,000.00	25,000.00	18%	2,250.00	2,250.00	29,500.00
4	Media monitoring and monthly coverage report	998312	1 OTH	15,000.00	15,000.00	18%	1,350.00	1,350.00	17,700.00
5	Media training workshop for two spokespersons	998312	1 OTH	50,000.00	50,000.00	18%	4,500.00	4,500.00	59,000.00

Taxable	390,000.00
GST	70,200.00
Total (Rs.)	**460,200.00**

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)