TAX INVOICE

GST invoice format for a recruitment 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	**Candidate name and position**	
Invoice date	DD/MM/YYYY	**Joining date**	
Place of supply	State name (state code)	**CTC and fee percentage**	
		Replacement guarantee period	
		Requisition or job code	
		Retainer or milestone stage	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Permanent placement fee: Senior Accountant, CTC ■9,00,000 at 8.33%	998512	1 OTH	75,000.00	75,000.00	18%	6,750.00	6,750.00	88,500.00
2	Permanent placement fee: Sales Executive, CTC ■4,80,000 at 8.33%	998512	2 OTH	40,000.00	80,000.00	18%	7,200.00	7,200.00	94,400.00
3	Executive search retainer, first instalment: Plant Head	998511	1 OTH	200,000.00	200,000.00	18%	18,000.00	18,000.00	236,000.00
4	Campus hiring drive coordination, one college	998519	1 OTH	30,000.00	30,000.00	18%	2,700.00	2,700.00	35,400.00

Taxable	385,000.00
GST	69,300.00
Total (Rs.)	**454,300.00**

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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