TAX INVOICE

GST invoice format for a translation 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	**Language pair**	
Invoice date	DD/MM/YYYY	**Word or page count**	
Place of supply	State name (state code)	**Document name or project**	
		Certification and notarisation	
		Interpretation hours and venue	
		Turnaround or urgency charge	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	English to Hindi translation, product catalogue, 12,000 words	998395	12000 NOS	1.50	18,000.00	18%	1,620.00	1,620.00	21,240.00
2	Japanese to English translation, technical manual, 4,000 words	998395	4000 NOS	4.00	16,000.00	18%	1,440.00	1,440.00	18,880.00
3	Certified translation of degree certificate and transcripts, Marathi to English	998395	6 NOS	500.00	3,000.00	18%	270.00	270.00	3,540.00
4	Consecutive interpretation, German-English, factory audit, 8 hours	998395	8 NOS	4,000.00	32,000.00	18%	2,880.00	2,880.00	37,760.00
5	Urgent delivery surcharge, 24-hour turnaround	998395	1 OTH	3,000.00	3,000.00	18%	270.00	270.00	3,540.00
								Taxable	72,000.00
								GST	12,960.00
								Total (Rs.)	**84,960.00**

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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