Tax invoice

SAMPLE · illustrative values

Original for recipient

Supplier Rule 46(a)
Altura Workspaces Pvt Ltd
Kharadi, Pune, Maharashtra
GSTIN 27ABCDE1234F1Z5

Invoice 46(b), 46(c)
No. INV-2027-0018
Date 01 Jan 2027
Due 15 Jan 2027 · Agreement AGR-ALT-0412 · PO PO-ALT-24097

Bill to Rule 46(d)
Northstar Labs Pvt Ltd
Kharadi, Pune, Maharashtra
GSTIN 27AAACN0000N1Z0

Place of supply Rule 46(n)
Maharashtra (27)
Delivery address: the centre 46(o)
Billing period: 1 to 31 January 2027

Description 46(h)	**SAC** 46(g)	**Qty**	**Rate (₹)**	**Taxable value (₹)** 46(k)
Workspace licence fee, dedicated desks, Kharadi, Jan 2027	997212	240	10,900.00	26,16,000.00

Taxable value	26,16,000.00
CGST @ 9% 46(l), (m)	2,35,440.00
SGST @ 9%	2,35,440.00
Total 46(j)	**₹30,86,880.00**

Amount in words: Rupees thirty lakh eighty-six thousand eight hundred eighty only.
Tax is not payable on reverse charge basis. 46(p)
Bank details: [account name, bank, account number, IFSC]
Authorised signatory: _____ 46(q)
QR code and IRN: add if you must e-invoice 46(r)

Template, not tax advice. Altura Workspaces and Northstar Labs are fictional. Field-by-field guide: rivonos.com/templates/gst-invoice-format-coworking · Reviewed guidance: rivonos.com/guides/gst-on-coworking-and-managed-offices · Editable version: rivonos-gst-tax-invoice-template-coworking.xlsx