**Name:**

**Company name (if applicable):**

**Company/individual address:**

**Phone:**

**PAN No.:**

**GST No. (if any):**

|  |  |
| --- | --- |
| Invoice no. | Date  |

|  |  |  |
| --- | --- | --- |
| Bill To |  | GSTIN |
| SpeakIn Communications Private LimitedA-25, Saraswati Garden, New Delhi – 110015, India |  | **07ABACS5265P1ZS** |

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| S.NO. | Description OF SERVICES | Amount |
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| --- | --- |
| Subtotal |  |
| Applicable GST (if any) |  |
| **Grand Total** |  |

Signature

***Following are the terms of commercials:***

1. Payment in full through within 45 days of the event completion.
2. Payment is subject to applicable taxes.
3. All speaker travel, boarding, and lodging expenses will be borne by SpeakIn/client at actuals. (if applicable)
4. Please share bank details.
5. Please share the scan copy of pan card & GST (if applicable).