

Travel Agency Invoice

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Agency	Example Travel Office
Client	Sample Client
Invoice / date	TA-EX-030 / 12 September 2026
Itinerary reference	EX-IT030
Service dates	20–22 September 2026
Supplier references	Retain actual supplier-issued documents
Payment reference	Deposit EX-PAY030
Tax basis	Review service and agency role before applying tax

Description	Quantity	Rate (INR)	Amount (INR)
Accommodation arrangement	2	3,000.00	6,000.00
Ground transfer	1	1,500.00	1,500.00
Agency service fee	1	500.00	500.00
Subtotal			INR 8,000.00
Deposit received (deduct)			INR 3,000.00
Amount due			INR 5,000.00

Agency billing example, not a ticket or proof of travel.
Review actual supplier references, service terms and tax treatment separately.