



Install **Invoice Manager**
from **Microsoft Store**

to generate PDF invoice



Date Picker

adds a calendar
to date cells



Fomula Manager

Find, update, analyze, import and export
Excel formulas and defined names

Password Remover

for Excel 

Advance Payment Invoicing Format

BoostExcel.com

Template#: c6023

Title: Advance Payment Invoicing Format

Category: [Sales](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.



Your Sales Company Name

Street Address
 City, ST ZIP Code
 Phone Number, Web Address, etc.

SALES INVOICE

DATE:
INVOICE #:

BILL TO:

SHIP TO:

| P.O. # | Sales Rep. Name | Terms | Due Date |
|--------|-----------------|-------|----------|
| | | | |

| SR# | DESCRIPTION | QUANTITY | UNIT PRICE | DISCOUNT | LINE TOTAL |
|-----|-------------|----------|------------|----------|------------|
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|------------------------|---|
| SUBTOTAL | - |
| PST 8.000% | - |
| GST 6.000% | - |
| SHIPPING & HANDLING | - |
| TOTAL PAYABLE | - |
| ADVANCE PAYMENT % | - |
| ADVANCE PAYMENT AMOUNT | - |
| PAID | - |
| TOTAL DUE | - |

NOTES:
