



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

to generate PDF invoice



Date Picker

adds a calendar
to date cells



Formula Manager

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

Password Remover

for Excel 

Basic Blank Service Invoicing Format (One-tax, Long Description)

BoostExcel.com

Template#: c2016

Title: Basic Blank Service Invoicing Format (One-tax, Long Description)

Category: [Service](#)

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

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



Flowchart is easy now

Your Business Name Here

INVOICE



Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

DATE:

INVOICE #:

CUSTOMER#:

| BILL TO | PROJECT DESCRIPTION |
|-----------------|---------------------|
| Name | |
| Address | |
| City, State ZIP | |
| Country | |
| Email | |
| Phone | |

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

| Description | Amount |
|-------------|--------|
| | |
| | |
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| | |
| | |

| | |
|---------------------|---|
| SUBTOTAL | - |
| TAX 8.00% | - |
| SHIPPING & HANDLING | - |
| TOTAL | - |
| PAID | - |
| TOTAL DUE | - |

THANK YOU FOR YOUR BUSINESS