



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 



Making
Flowchart is easy now



Create **PDF files** at any
size

Basic Blank Service Invoice Format (Two-taxes)

BoostExcel.com

Template#: c2014

Title: Basic Blank Service Invoice Format (Two-taxes)

Category: [Service](#)

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

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



Your Business Name Here

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

INVOICE

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

SUBTOTAL	-
TAX1 5.00%	-
TAX2 6.00%	-
SHIPPING & HANDLING	-
TOTAL	-
PAID	-
TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS