



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

## **Business Invoice Template**

**BoostExcel.com**

Template#: c5116

Title: Business Invoice Template

Category: [Sales](#)

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

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



**Business Name**

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

**BUSINESS INVOICE**

<b>INVOICE #</b>	<b>DATE</b>
<b>P.O. #</b>	<b>Client #</b>

**BILL TO**

Name  
Address  
City, State ZIP  
Country  
Phone  
Email

**SHIP TO**

Name  
Address  
City, State ZIP  
Country  
Contact

Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
# / Taxable	Description	Quantity	Unit Price	Line Total
item-400 <input type="checkbox"/>	sample item 1 for business invoice	11	33.00	363.00
item-401 <input type="checkbox"/>	sample item 3 for small business	22	44.00	968.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

SUBTOTAL 1,331.00

TAX 1 8.000% -

TAX 2 6.000% -

SHIPPING & HANDLING -

**TOTAL 1,331.00**

**PAID -**

**TOTAL DUE 1,331.00**

**NOTES:**

Empty text box for notes.

THANK YOU FOR YOUR BUSINESS!