




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

## Customization of Standard Fields

**BoostExcel.com**

Template#: c4108

Title: Customization of Standard Fields

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.

**INVOICE**

DATE:  
INVOICE #

**Bill To:****Ship To:**

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date

Description	Quantity	Unit Price	Line Total

SUBTOTAL -

PST 6.50% -

GST 3.20% -

SHIPPING & HANDLING -

TOTAL -

PAID -

TOTAL DUE -

THANK YOU FOR YOUR BUSINESS!

