




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

## Simple Sample - Default Value

**BoostExcel.com**

Template#: c2038

Title: Simple Sample - Default Value

Category: [Service](#)

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

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

## Sample of Using Default Value

Business City, State ZIP  
Phone: xxxx xxx xxx Fax: xxxx xxx xxx  
Email: xxxxx@xxxxx.xx

Your Business ID# or TIN#

# TAX INVOICE

**INVOICE TO:**

Name:

Address:

City, ST ZIP:

**Attention:**

Phone:

## DATE

**INVOICE NO:**

**QUOTE NO/REF:**

DESCRIPTION			AMOUNT
<div>Print documents, A4 paper</div> <div>SPECIAL INSTRUCTIONS:</div> <div>Delivery to:<div></div></div> <div>Attention:<div></div></div> <div>Phone:<div></div></div>			
SUBTOTAL			-
PAYMENT INFORMATION	GST	10.00%	-
TOTAL			-

## Your Print Shop Name

OR

Direct Deposit (EFT) to;

Account Name: Your Banak Account Name

Bank: Your Bank Name

Bank#: xxx xxx

Account No: xxx xxx xxx

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**THANK YOU FOR YOUR BUSINESS!**