



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

to generate **PDF invoice**



**12** **Date Picker**  
adds a **calendar**  
to date cells



**F** **Formula Manager**  
Find, update, analyze, import and export  
Excel formulas and defined names

**Password Remover**  
for **Excel**

## 1/2 Page Invoice Template

**BoostExcel.com**

Template#: c4066

Title: 1/2 Page Invoice Template

Category: [Sales](#)

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

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



**Flowchart** is easy now



**Your Company Name**

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

**INVOICE**

**DATE:**  
**INVOICE #:**

**BILL TO**

Name  
Address  
City, State ZIP  
Phone

**SHIP TO**

Name  
Address  
City, State ZIP  
Contact

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

| Description | Quantity | Unit Price | Line Total |
|-------------|----------|------------|------------|
|             |          |            |            |
|             |          |            |            |
|             |          |            |            |

**NOTES:**

|                     |   |
|---------------------|---|
| DISCOUNT (AMOUNT)   | - |
| PST 8.000%          | - |
| GST 6.000%          | - |
| SHIPPING & HANDLING | - |
| <b>TOTAL</b>        | - |