



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**

Invoice Template with Hours and Rate

BoostExcel.com

Template#: c4031

Title: Invoice Template with Hours and Rate

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



INVOICE

Your Service Company Name

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

BILL TO

#

Name

Address

City, State ZIP

Country

Phone

INVOICE DATE:

INVOICE #

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

Description	Hours	Rate	Amount
description 1	1.00	2.00	2.00
description 2 second line			
description 3 second line			

		SUBTOTAL	2.00
Please make all checks payable to COMPANY NAME	GST	10.00%	45.80
Bank account: ### ###	SHIPPING & HANDLING		456.00
	TOTAL		503.80

THANK YOU FOR YOUR BUSINESS!