



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 



Making
Flowchart is easy now



Create **PDF files** at any
size

Lightweight Sales Invoice Template

BoostExcel.com

Template#: c5070

Title: Lightweight Sales Invoice Template

Category: [Sales](#)

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

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

LIGHTWEIGHT INVOICE (Company Name)

INVOICE

Address
City, State ZIP
Phone Number,Web Address, etc.

DATE:
INVOICE :

BILL TO

SHIP TO

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

Product ID	Description	Quantity	Unit Price	Line Total
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All Transactions are Quoted in YOUR CURRENCY Good sold are not refundable for cash. All cheque must be payable to "YOUR COMPANY". Interest will be charged at 2.0% for overdue account.	TOTAL QUANTITY	SUBTOTAL	-
		TAX 12.00%	-
		3.20%	-
	SHIPPING & HANDLING		-
	TOTAL		-
	PAID		-
	TOTAL DUE		-

for xxxxx

Received by.