



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

to generate **PDF invoice**



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



Fomula Manager
Find, update, analyze, import and export
Excel formulas and defined names

Password Remover
for Excel

Lightweight Service Invoice Template

BoostExcel.com

Template#: c5071

Title: Lightweight Service Invoice Template

Category: [Service](#)

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

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



Flowchart is easy now

LIGHTWEIGHT INVOICE (Company Name)

INVOICE

Address

City, State ZIP

Phone Number, Web Address, etc.

DATE:

INVOICE :

BILL TO



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

Product ID	Description	Quantity	Unit Price	Line Total

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

for xxxxx

Received by.