



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

Payment Receipt Template

BoostExcel.com

Template#: c5045

Title: Payment Receipt Template

Category: [Receipt](#)

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

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



Your Sales Company Name

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

PAYMENT RECEIPT

DATE:
RECEIPT #:

Bill To: Ship To:

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

Product ID	Description	Quantity	Unit Price	Line Total

SUBTOTAL	-
State Tax 5.60%	-
Local Tax 2.65%	-
SHIPPING & HANDLING	-
TOTAL	-
PAID	-
TOTAL DUE	-

NOTES:

PAYMENT DETAIL

DATE	TOTAL	TYPE	NOTES	CHECK/MONEY ORDER#
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THANK YOU FOR YOUR BUSINESS!