



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

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.



Flowchart is easy now



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#

THANK YOU FOR YOUR BUSINESS!