




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

Retainer Invoice Template

BoostExcel.com

Template#: c6030

Title: Retainer Invoice Template

Category: [Sales](#)

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

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

Business Name for Retainer Invoice Sample

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

INVOICE

DATE:

INVOICE #:

Retainer1

BILL TO	SHIP TO

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

[illegible]

	SUBTOTAL	4,384.00
	PST 8.000%	-
	GST 6.000%	-
	SHIPPING & HANDLING	-
	TOTAL PAYABLE	4,384.00
NOTES: 	ADVANCE PAYMENT %	30.00%
	ADVANCE PAYMENT AMOUNT	1,315.20
	PAID	
	TOTAL DUE	3,068.80

NOTES:

THANK YOU FOR YOUR BUSINESS!