



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** 

## **Sample Sales Invoice Template 2**

**BoostExcel.com**

Template#: c2001

Title: Sample Sales Invoice Template 2

Category: [Sales](#)

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

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



**Sample Sales Company**

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

**SALES INVOICE**

**DATE:**  
**INVOICE #**

**Bill To:**

**Ship To:**

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

Description	Amount
Sample Sales Invoice Template 2	10.00
This is a general purpose sales invoice template that's including a shipping address section.	20.00
Click the "Settings" button and then go to the "Taxes" tab to set up tax options.	30.00
	40.00

SUBTOTAL	100.00
SHIPPING & HANDLING	-
<b>TOTAL</b>	100.00
<b>PAID</b>	-
<b>TOTAL DUE</b>	100.00

*THANK YOU FOR YOUR BUSINESS!*