



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 

Simple Sample - Changing Paper Size

BoostExcel.com

Template#: c4052

Title: Simple Sample - Changing Paper Size

Category: [Sales](#)

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

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



Flowchart is easy now



Your Company Name

INVOICE

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

DATE:

INVOICE #:

BILL TO

Name

Address

City, State ZIP

Country

Phone

Email

Client #

SHIP TO

Name

Address

City, State ZIP

Country

Contact

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

Description	Quantity	Unit Price	Line Total

NOTES:

SUBTOTAL	-
DISCOUNT (AMOUNT)	
PST 8.000%	-
GST 6.000%	-
SHIPPING & HANDLING	-
TOTAL	-



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THANK YOU FOR YOUR BUSINESS!