




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

## 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.

**Your Company Name**

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

# INVOICE

**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

[illegible]

SUBTOTAL

—

DISCOUNT (AMOUNT)

PST 8.000%

—

GST 6.000%

—

SHIPPING &amp; HANDLING

1

**TOTAL**

-

**NOTES:**

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**Your Company Name**

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

# INVOICE

**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
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**THANK YOU FOR YOUR BUSINESS!**