



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 Print Orientation

BoostExcel.com

Template#: c4053

Title: Simple Sample - Changing Print Orientation

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

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

NOTES:

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

THANK YOU FOR YOUR BUSINESS!