



Install **Invoice Manager**
from **Microsoft Store**

to generate **PDF invoice**



Date Picker

adds a **calendar**
to date cells



Fomula Manager

Find, update, analyze, import and export
Excel formulas and defined names

Password Remover

for **Excel** 

Simple Sample - Splitting City State ZIP

BoostExcel.com

Template#: c4072

Title: Simple Sample - Splitting City State ZIP

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

SHIP TO

Name

Name

Address

Address

City, State ZIP La Jolla, California 92092-0100

City, State ZIP

Country

Country

Phone

Contact

Email

Client #

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!