



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 - Adding Discount Column

BoostExcel.com

Template#: c4061

Title: Simple Sample - Adding Discount Column

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 | Discount | Line Total |
|--------------------------|----------|------------|----------|------------|
| Test Product 2 (Service) | 1 | 200.00 | 10.00 | 190.00 |
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|---------------------|--------|---------------|
| SUBTOTAL | | 190.00 |
| DISCOUNT (AMOUNT) | | 10.00 |
| PST | 8.000% | 15.20 |
| GST | 6.000% | 11.40 |
| SHIPPING & HANDLING | | - |
| TOTAL | | 216.60 |

NOTES: