



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**

Simple Sales Invoicing Sample

BoostExcel.com

Template#: c4032

Title: Simple Sales Invoicing Sample

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



<---replace with your own logo

Street Address

City, ST ZIP Code

[Phone Number](#), [Web Address](#), etc.

Your Company Name

BILL TO

Client #

Name

Address

City, State Zip

Country

Phone

SHIP TO

Name

Address

City, State ZIP

Country

INVOICE

Invoice #

Invoice Date

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

#	Description	Quantity	Unit Price	Amount
1	description 1	1.00	2.00	2.00
2	description 2 line 2	3.00	4.00	12.00
3		5.00	6.00	30.00
4				
5				
6				

SUBTOTAL	44.00
TAX 10.00%	4.40
SHIPPING & HANDLING	-
TOTAL	48.40



Please make all checks payable to COMPANYNAME

Bank Account 12345

THANK YOU FOR YOUR BUSINESS!