



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 



Making  
**Flowchart** is easy now



Create **PDF files** at any  
size

## 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.



Street Address

City, ST ZIP Code

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

<---replace with your own logo

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!