



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 Service Invoice Template

BoostExcel.com

Template#: c4033

Title: Simple Service Invoice Template

Category: [Service](#)

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 Service Business Name

BILL TO

Client #

Name

Address

City, State Zip

Country

Phone



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!