



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 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.



<---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 #

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!