



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** 

Tutorial for Adding New Line to Template

BoostExcel.com

Template#: c5124

Title: Tutorial for Adding New Line to Template

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 #:
Client #

BILL TO

SHIP TO

Name
Address
City, State ZIP
Country
Phone
Email

Name
Address
City, State ZIP
Country
Contact

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

# / Taxable	Description	Quantity	Unit Price	Line Total
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

SUBTOTAL		-
PST	8.000%	-
GST	6.000%	-
SHIPPING & HANDLING		-
TOTAL		-
PAID		-
TOTAL DUE		-

NOTES:

THANK YOU FOR YOUR BUSINESS!