



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**

## **Work Order Template**

**BoostExcel.com**

Template#: c5015

Title: Work Order Template

Category: [Other](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.



**Flowchart** is easy now



# Service Company Name

# Work Order

Address

City, State ZIP

Phone, Contact

Date: March 21, 2017

INVOICE #:

**BILL TO**

P.O. #	Technician	Date Completed	Vehicle	Hours Worked	Travel Time
		3/21/2017			
Type of Equipment	Model	Serial Number			

**Work Requested**

#	Description	Quantity	Unit Price	Line Total
job 1	work order job 1	1	100.00	100.00
job 2	work order job 2	2	200.00	400.00

	SUBTOTAL	500.00
	SHIPPING & HANDLING	-
	<b>TOTAL</b>	500.00
	<b>PAID</b>	-
	<b>TOTAL DUE</b>	500.00

**Remarks and Comments**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*THANK YOU FOR YOUR BUSINESS!*