




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 



Making  
**Flowchart** is easy now



Create **PDF files** at any  
size

## **Basic Blank Service Invoice Format (One-tax)**

**BoostExcel.com**

Template#: c2013

Title: Basic Blank Service Invoice Format (One-tax)

Category: [Service](#)

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

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





**Your Business Name Here**

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

# INVOICE

**DATE:**

**INVOICE #:**

**CUSTOMER#:**

BILL TO	PROJECT DESCRIPTION
Name Address City, State ZIP Country Email Phone	

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

Description	Amount

SUBTOTAL	-
TAX 5.00%	-
SHIPPING & HANDLING	-
TOTAL	-
PAID	-
TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS