



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

## **Business Invoice Template**

**BoostExcel.com**

Template#: c5116

Title: Business Invoice Template

Category: [Sales](#)

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

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



**Business Name**

Street Address  
City, ST ZIP Code  
Phone Number, Web Address, etc.

**BUSINESS INVOICE**

INVOICE #	DATE
P.O. #	Client #

**BILL TO**

Name  
Address  
City, State ZIP  
Country  
Phone  
Email

**SHIP TO**

Name  
Address  
City, State ZIP  
Country  
Contact

Sales Rep. Name		Ship Date	Ship Via	Terms	Due Date
# / Taxable	Description	Quantity	Unit Price	Line Total	
item-400 <input type="checkbox"/>	sample item 1 for business invoice	11	33.00	363.00	
item-401 <input type="checkbox"/>	sample item 3 for small business	22	44.00	968.00	
<input type="checkbox"/>					
<input type="checkbox"/>					
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<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

NOTES:

SUBTOTAL			1,331.00
TAX 1	8.000%		-
TAX 2	6.000%		-
SHIPPING & HANDLING			-
TOTAL			1,331.00
PAID			-
TOTAL DUE			1,331.00

THANK YOU FOR YOUR BUSINESS!