



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

## **Proforma Invoice Format in Excel**

**BoostExcel.com**

Template#: c7010

Title: Proforma Invoice Format in Excel

Category: [Proforma](#)

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

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

Your Company Name



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

PRO FORMA INVOICE

DATE:  
INVOICE #:  
DATE OF EXPIRY:  
CUSTOMER #:  
SALES REP. NAME:

BILL TO	SHIP TO
Name	Name
Address	Address
City, State ZIP	City, State ZIP
Country	Country
Phone	Contact

SHIPPING DETAILS			
P.O.#		Mode of Transportation	
P.O. Date		Transportation Terms	
Letter of Credit		Number of Packages	
Currency		Est. Gross Weight	
Payment Term		Est Net Weight	
Est. Ship Date		Carrier	

ITEM #	TAX	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	LINE TOTAL
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*** This is not a VAT invoice		SUBTOTAL	-
		TAXABLE SUBTOTAL	-
		TAX 1 8.000%	-
		TAX 2 6.000%	-
		SHIPPING & HANDLING	-
		INSURANCE	-
		LEGAL/CONSULAR	-
		[other]	-
		[other]	-
		TOTAL	-
Special Notes, Terms of Sale			