

[Company Name]

Phone: [000-000-0000]

Fax: [000-000-0000]

Website:

INVOICE

CUSTOMER ID

[123]

BILL TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SHIP TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	F.O.B.	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TAX	TOTAL
[23423423]	Product XYZ	15	150.00	x	2,250.00
[45645645]	Product ABC	1	75.00	x	75.00
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-

SUBTOTAL	2,325.00
TAXABLE	2,325.00
TAX RATE	6.875%
TAX	159.84
S & H	-
OTHER	-
TOTAL	\$ 2,484.84

Other Comments or Special Instructions

1. Total payment due in 30 days
2. Please include the invoice number on your check

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]
Thank You For Your Business!

[Company Name]

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]
Website:

INVOICE

DATE	5/1/14
INVOICE #	[123456]
CUSTOMER ID	[123]

BILL TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SHIP TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	F.O.B.	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TAX	TOTAL
PC1221	XYZ Base Product	15	1,234.00	x	18,510.00
PC1221abc	options: ABC	1	123.00	x	123.00
PC1221def	options: DEF	1	87.00	x	87.00
PC1221gh	options: GH	1	467.00	x	467.00
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-

Other Comments or Special Instructions

- Total payment due in 30 days
- Please include the invoice number on your check

SUBTOTAL	19,187.00
TAXABLE	19,187.00
TAX RATE	6.875%
TAX	1,319.11
S & H	-
OTHER	-
TOTAL	\$ 20,506.11

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

[Company Name]

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]
Website:

INVOICE

DATE
INVOICE #
CUSTOMER ID

5/1/14
[123456]
[123]

BILL TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SHIP TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	F.O.B.	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TAX	TOTAL
[2345678]	Product XYZ	15	150.00	x	2,250.00
[2342342]	Product ABC	1	75.00	x	75.00
					-
					-
					-
					-
					-
					-

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SUBTOTAL	2,325.00
TAXABLE	2,325.00
TAX RATE	6.875%
TAX	159.84
S & H	-
OTHER	-
TOTAL	\$ 2,484.84

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Make all checks payable to
[Your Company Name]

Thank You For Your Business!

Please detach the portion below and return it with your payment.

REMITTANCE

[Company Name]

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE
INVOICE #
CUSTOMER ID

[123456]
[123]

AMOUNT ENCLOSED

[Company Name]

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]
Website:

INVOICE

DATE	5/1/14
INVOICE #	[123456]
CUSTOMER ID	[123]

BILL TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SHIP TO:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	F.O.B.	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TAX	TOTAL
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PC1221gh	options: GH	1	467.00	x	467.00
			-		-
			-		-
			-		-
			-		-
			-		-

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SUBTOTAL	19,187.00
TAXABLE	19,187.00
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TAX	1,319.11
S & H	-
OTHER	-
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REMITTANCE

[Company Name]

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE	
INVOICE #	[123456]
CUSTOMER ID	[123]

AMOUNT ENCLOSED

PRICE LIST

The drop-down list in the Invoice1b and Invoice2b worksheets is based on the list of items in column A of this worksheet. The Item # and Unit Price in the invoice are selected by matching the Item Description. So, make sure that your Item Descriptions are all unique. The cell formatting in this worksheet does not affect anything, so you can use formatting to help you help organize your products.

Sales Invoice Template



By Vertex42.com

<http://www.vertex42.com/ExcelTemplates/sales-invoice-template.html>

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