|  |  |
| --- | --- |
| Sales invoice | Learn More From Our Free Excel and Office Resources:* Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html)
* Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html)
* Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)

MyExcelOnline  |

|  |  |  |
| --- | --- | --- |
| Logo placeholderYour Company NameYour Company SloganStreet Address, City, ST ZIP CodePhone TelephoneFax FaxEmailINVOICE # NumberDATE: DateMake all checks payable to Your Company NameTHANK YOU FOR YOUR BUSINESS! |  | INVOICE |
| To: NameCompany NameStreet AddressCity, ST ZIP CodePhoneCustomer ID: ID | Ship To: NameCompany NameStreet AddressCity, ST ZIP CodePhoneCustomer ID: ID |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| salesperson | job | shipping method | shipping terms | delivery date | payment terms | due date |
|  |  |  |  |  | Due on receipt |  |

 |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| qty | item # | description | unit price | discount | line total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Total discount |  |  |
|  | Subtotal |  |
|  | Sales Tax |  |
|  | Total |  |

 |