



Install **Invoice Manager**  
from **Microsoft Store**

**to generate PDF invoice**



**Date Picker**

**adds a calendar**  
**to date cells**

## 1/2 Page Invoice Template

**InvoicingTemplate.com**

- Template#: c4066
- Title: 1/2 Page Invoice Template
- Category: [Sales](#)
- Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice ↓↓↓



**Your Company Name**  
Street Address  
City, ST ZIP Code  
Phone Number, Web Address, etc.

**INVOICE**

**DATE:**  
**INVOICE #:**



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

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

Description	Quantity	Unit Price	Line Total

NOTES:

DISCOUNT (AMOUNT)		-
PST	8.000%	-
GST	6.000%	-
SHIPPING & HANDLING		-
TOTAL		-