

Sales Invoice Format in Excel with Customer Details

Enhance your business transactions with a **sales invoice format in Excel** that efficiently incorporates customer details for accurate record-keeping. This customizable template ensures clarity and professionalism, streamlining the billing process. Easily track sales, payments, and customer information all in one organized file.

Sample Sales Invoice Layout

INVOICE				Invoice No: INV-00123	
Company Name: Your Business Ltd. Address: 123 Business Rd, City, Country Phone: (123) 456-7890					
Bill To (Customer Details):					
Customer Name:		John Doe			
Address:		456 Customer St, City, Country			
Email:		johndoe@email.com		Phone:	(987) 654-3210
Invoice Date:		2024-06-08	Due Date:	2024-06-22	
No.	Description	Quantity	Unit Price	Amount	Remarks
1	Product A	5	\$100	\$500	In stock
2	Service B	2	\$200	\$400	-
Subtotal				\$900	
Tax (10%)				\$90	
Total				\$990	

How to Use in Excel:

1. Open Excel and create a new worksheet.
2. Copy the layout above into your sheet, adjusting columns as necessary.
3. Replace sample details with customer and product/service info for each transaction.
4. Use Excel formulas to automatically calculate amounts and totals.
5. Save the file for future record-keeping and billing references.

Download a ready-made template: [Sales Invoice Excel Template](#)