

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:

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

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