Simple Invoice Template (Excel)

Our **simple invoice template Excel** with formulas streamlines your billing process by automatically calculating totals and taxes. Designed for ease of use, it helps maintain accurate financial records without manual computation. This template is perfect for small businesses seeking efficiency and precision in invoicing.

Bill To	[Customer Name]	**Invoice #**	[Invoice Number]
Address	[Customer Address]	**Date**	[Invoice Date]

Description	Quantity	Unit Price	Line Total (= Quantity Ã— Unit Price)
[Item 1]	2	50	=B6*C6 *[100]*
[Item 2]	1	75	=B7*C7 *[75]*
		Subtotal	=SUM(D6:D7) *[175]*
		Tax (10%)	=D8*10% *[17.50]*
		Total	=D8+D9 *[192.50]*

Excel Formula References:

- **Line Total:** =Quantity * Unit Price
- **Subtotal:** =SUM([LineTotalColumn])
- **Tax:** =[SubtotalCell]*TaxRate
- **Total:** =[SubtotalCell]+[TaxCell]

Download and customize your template to suit your business needs!