Simple Sales Invoice Format in Excel

Create a **simple sales invoice format** in Excel tailored for small businesses to efficiently track transactions and payments. This easy-to-use template ensures clarity and professionalism while streamlining your billing process. Customize it to fit your specific business needs and enhance financial organization.

Sample Sales Invoice Layout

INVOICE			
Business Name:	[Your Company Name]	**Invoice No.:**	[####]
Address:	[Company Address]	**Date:**	[MM/DD/YYYY]
Phone:	[Contact Number]	**Due Date:**	[MM/DD/YYYY]
Bill To:			
[Customer Name]		[Customer Address & Contact]	
Description	**Quantity**	**Unit Price**	**Amount**
[Item/Service 1]	[Qty]	[Unit Price]	[Amount]
[Item/Service 2]	[Qty]	[Unit Price]	[Amount]
		Subtotal	[Subtotal]
		Tax (%)	[Tax Amount]
		Total	[Total Amount]
Notes: [Payment terms, thanks, etc.]			

To use: Copy this layout into Excel, adjust columns/rows as needed. Use formulas for calculations where appropriate (e.g., =Quantity*Unit Price, =SUM(Amount)*).*