

Tax Invoice Excel Format Sample

The **tax invoice Excel format** conveniently includes sections for shipping and handling charges, ensuring accurate billing and record-keeping. This template is designed to simplify the invoicing process for businesses by itemizing all costs clearly. Easily customizable, it helps maintain compliance with tax regulations while providing a professional appearance.

TAX INVOICE			
Invoice Number:	INV-00123	Invoice Date:	2024-06-30
Bill To:	Client Name, Client Address, City, Country		
Ship To:	Delivery Address, City, Country		

Item Description	Quantity	Unit Price	Amount
Product A	2	\$150.00	\$300.00
Product B	1	\$250.00	\$250.00
Product C	3	\$100.00	\$300.00
Subtotal			\$850.00
Shipping Charges			\$30.00
Handling Charges			\$20.00
Tax (10%)			\$90.00
Total Amount			\$990.00

Note: This is a sample tax invoice format suitable for use in Excel. All itemized costs, including shipping and handling charges, are clearly listed for transparency and compliance.