

Sales Invoice Template - Excel (Multiple Items)

Efficiently manage your billing with this **sales invoice template Excel** designed for multiple items. It simplifies itemized billing, automatically calculating totals and taxes for accuracy. Ideal for businesses looking to streamline their invoicing process and maintain professional records.

Sample Layout

INVOICE					
Invoice No.: INV-0001			Date: 2024-06-30		
Billed To: Customer Name Address Line 1 City, ZIP			Company: Your Business Name Address Line 1 City, ZIP		
#	Item Description	Quantity	Unit Price	Tax (%)	Line Total
1	Item A	5	\$20.00	10%	\$110.00
2	Item B	2	\$35.00	10%	\$77.00
3	Item C	1	\$50.00	10%	\$55.00
Subtotal					\$242.00
Total Tax					\$22.00
Total Amount Due					\$264.00

How to Use in Excel

- Download or copy this layout into an Excel worksheet.
- Adjust item descriptions, quantities, unit prices, and tax rates for each line.
- Use Excel formulas to automate calculations:
 - Line Total:** =Quantity * Unit Price * (1 + Tax %)
 - Subtotal:** =SUM(Line Totals)
- Customize your business details and invoice headers as needed.

This template is ideal for product or service businesses needing a clear, organized, and professional invoice for multiple items.