

# Excel Invoice Form Sample

## For Small Business Billing

**Business Name:** Your Company Name **Invoice #:** 0001  
**Address:** 123 Main St, City, ZIP **Date:** 2024-06-30  
**Phone:** (555) 555-5555 **Due Date:** 2024-07-15  
**Bill To:** Client Name, Client Company

| Description       | Qty | Unit Price | Amount   |
|-------------------|-----|------------|----------|
| Service/Product A | 2   | \$100.00   | \$200.00 |
| Service/Product B | 1   | \$150.00   | \$150.00 |
| Service/Product C | 3   | \$50.00    | \$150.00 |
| Subtotal          |     |            | \$500.00 |
| Tax (10%)         |     |            | \$50.00  |
| Total             |     |            | \$550.00 |

**Payment Details:** Bank transfer to Account #123456789, Bank Name.

*Thank you for your business!*

Discover a simple and efficient **Excel invoice form sample** designed specifically for small businesses to streamline billing processes. This customizable template allows easy tracking of services, products, and payment details, enhancing professional communication with clients. Utilizing this form helps improve accuracy and saves time in financial management.