

Generic Service Invoice Template in PDF Format

Generic Service Invoice Template was initially released on <http://www.InvoicingTemplates.com> on Wednesday, April 23, 2014, and is categorized as *Service*. As always **Generic Service Billing Form** was published in two editions - one free **Generic Service Invoice Template**, and another Uniform Invoice Software version that is able to turn **Generic Service Invoice Template** into a complete invoicing system. This "**Generic Service Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "genericserviceinvoicetemplate.xlsx".

Like *Generic Service Invoice Template*? Visit [Generic Service Invoice](#) to download it for free.

Generic Service Invoice Template Features and Facts

This free generic service invoice template in Microsoft Excel spreadsheet format helps you send your customers their service invoices. The professional designed layout makes it easy to bill your customer. It features 3 columns, no shipping address, no taxes (configurable by using Uniform Invoice Software).

InvoicingTemplates.com offers this Excel Generic Service Invoice Template in two editions - the first is a freeware edition, which you can use without installing Uniform Invoice Software; and the second is the Uniform Invoice Software edition, which must be run with Uniform Invoice Software installed. Uniform Invoice Software is out billing software and invoicing software that has the ability to turn a simple Excel invoicing template into a complete invoicing program or invoicing system. Both editions can be downloaded from the download page.

However if you are interested in the implementation details of this template, read on.

This general service invoice template has no tax set by default, but the cells for tax names and rates, which are defined in the default sales invoice template shipped with Uniform Invoice Software, are still there. You can easily set the tax names and rates if Uniform Invoice Software is installed, by clicking the Settings button and then going to the Taxes tab.

If you use the [Uniform Invoice Software](#) version of **Generic Service Invoice Template**, there are additional taxing options on the Taxes tab of the Settings window. The first is the option for choosing the number of tax items; you have 3 choices - no tax, one tax and two taxes. Secondly, you can set the names and rates in percentage for each tax, such as VAT, GST or PST, or simply Sales Tax. Thirdly, there are a group of checkbox options on the dialog box, including: "Tax invoice total including shipping cost", which adds the shipping cost to the taxable amount when checked; "Tax 2 is applied to tax 1", which adds the amount of "tax 1" to the taxable amount if checked; and "tax rate can be zero", which allows you to set any of the tax rates to be the value

of zero. If you modify the options on this dialog box, the invoice form will be changed accordingly if needed.

This basic service invoice template has 3 columns on the invoice body - #, which is the line number column that is filled automatically when you fill in the corresponding Amount cell; Description, which is the description of the service you performed, such as lawn care or cleaning service; and Amount, which is a manually editable or fillable field detailing the cost of service.

Generic Service Invoice Template has a default logo image on the invoicing form. To replace the default LOGO image with your own image, follow the steps below:

- Right click the Logo image, and then select Properties from the menu.
- Click the Picture property, and then click the "..." button.
- Browse to the folder containing your icon file. Select and open the icon file.
- Close the Properties dialog box.
- Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image and want to delete it, simply hit the DEL key on your keyboard after you selected it with your mouse key. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information section to fill in the empty area. To do this: Drag your mouse to select the entire Company Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location

This free general service invoice template is in Microsoft Excel spreadsheet format. The template offers an intuitive blank basic service invoice form that is printable and highly customizable. The Excel invoice form includes fields for general service invoicing requirements, including invoice number, date, client, service or job description etc. The Uniform Invoice Software edition of this service invoice template offers more advanced invoicing and accounting features.

One thing to note is that InvoicingTemplates.com tested the templates, including Generic Service Invoice Template, on Microsoft Windows only, and the testing on Mac was usually not performed. If you need to run Generic Service Invoice Template on Mac, test it with Mac version of Microsoft Excel before you apply it for production purpose.

While the free version of Generic Service Invoice Template is simple, the result invoice created by using this template is as beautiful and professional as many commercial invoicing software program, or even better. It is an ideal tool for small businesses and freelancers who offer services and don't need a shipping section on their invoicing form. It is a good service invoice creator, but if you need more features, like management of customers, products / service items, invoices and payments, just install Uniform Invoice Software to make all the buttons on Generic Service Invoice Template work for you.

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