

Architect Invoice Template in PDF Format

Architect Invoice Template was initially released on <http://www.InvoicingTemplates.com> on Tuesday, September 16, 2014, and is categorized as Service. As always **Architect Billing Template** was published in two editions - one free **Architect Invoice Template**, and another Uniform Invoice Software version that is able to turn **Architect Invoice Template** into a complete invoicing system. This "**Architect Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "architectinvoicetemplate.xlsx".

Like *Architect Invoice Template*? Visit Architect Invoice Template to download it for free.

Architect Invoice Template Features and Facts

Architect Invoice Template is a variant of Engineering Invoice Template. It differs from the original version in that it removes the support for change order, and includes one tax by default.

In project management, a change order is a component of the change management process whereby changes in the Scope of Work agreed to by the Owner, Contractor and Architect/Engineer are implemented. A change order is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount and/or completion date.

With simple projects you may not need to use the change order feature that is implemented Engineering Invoice Template by using Excel formulas.

Although it is easy to create the layout and format of Architect Invoice Template with Microsoft Word or other Microsoft Office programs, or even with some PDF programs, the support for Excel formulas makes doing automated calculations easy to implement and modify. For example, Architect Invoice Template uses Excel formulas extensively to do calculations whenever possible and necessary, such as the taxes, totals. If you use the Uniform Invoice Software version of Architect Invoice Template, Excel formulas are also used to create the relationship between several fields, such as one field should be the sum of two other fields.

Architect Billing Template removes the support for change order by restore the formula of the Excel cell to "

```
=ROUND(oknSubTotal + oknShippingCost + IF(oknTaxType=0,0,IF(oknTaxType=1,oknTax1,oknTax1+oknTax2)),2)
```

", which is the formula used by the default sales invoice template shipped with Uniform Invoice Software setup program.

The default sales invoice template implemented by InvoicingTemplates.com has two taxes defined. In Engineering Invoice Template we moved the tax-related cells out of the printable area as they are not used. In order to implement one tax in this **Architect Billing Template**, we simply move back the required cells. To do this, we first unprotect the Invoice worksheet, display gridlines and row / column headings, and then move the required cells into the printable invoice form.

The protection of the Invoice worksheet in **Architect Invoice Template** prevents accidental modifications to layouts and formulas. If you have Uniform Invoice Software installed, it could even display a warning message when you close a template without protecting the invoice worksheet. However for the purpose of this sample, we should firstly unprotect the Invoice worksheet in **Architect Invoice Template**.

To show gridlines and row/column headers in Excel 2000 - 2003:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. On the Tools menu, click Options, and then click the View tab.
3. Under Window options, check the Gridlines and Row & Column Headers check boxes.

After your customization, go back to the Tools menu, Options, View tab. Under Window options, REMOVE the checks you previously placed by the two check boxes to hide gridlines and row/column headers. This will restore the appearance of your template.

To show/hide gridlines and row/column headers in Excel 2007, Excel 2010 and Excel 2013:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. Go to the View tab of the Ribbon.
3. Click Show/Hide, and then check or uncheck the Gridlines and Headings options.

The gridlines and row/column headings could help a lot when design the layout of the invoice form.

Moving a cell or a group of cells is easy in Excel. First, you click to select the cell or drag your mouse to select all the cells you want to move. And then, drag the border of the selected area to move it to the new location where you want to place the cell or cells. The moving content will overwrite the content in the target location, so make sure the target range is empty (not used) in **Architect Invoice Template** before doing the movement. And, if the target location contains merged cells, sometimes the movement fails. So it is also helpful to make sure the target location does not contain merged cell. If the target location **Architect Invoice Template** is overlapping the original range and the original range contains merged cells, the movement could also fail because you cannot change part of merged cell - if this happens, you need to first move the cells to a temporal location in **Architect Invoice Template** that are empty (i.e. not used), unmerge cells, and then move the cells from the temporal location to the desired location. If you need to unmerge a cell, first select it and then click the "Merge and Center" command on the Format toolbar in Excel 2003; or click the "Merge and Center" command on the Home ribbon tab in Excel 2007, 2010 and Excel 2013.

For another engineering service invoice template here on InvoicingTemplates.com, please refer to Free Engineering Service Invoice Template.

With this implementation of Architect Billing Template, the tax was named "GST". You can change it as you need, by simply typing your own tax name into the proper cell.

While the free version of Architect 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 Architect Invoice Template work for you.

Architect Invoice Template - PDF Format
