Basic Sales Invoice Template (Light Blue) in PDF Format

Basic Sales Invoice Template (Light Blue) was initially released on http://www.InvoicingTemplates.com on Tuesday, April 22, 2014, and is categorized as Sales. As always **Basic Sales Invoice Design (Light Blue)** was published in two editions - one free **Basic Sales Invoice Template (Light Blue)**, and another Uniform Invoice Software version that is able to turn **Basic Sales Invoice Template (Light Blue)** into a complete invoicing system. This "**Basic Sales Invoice Template (Light Blue) in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "basicsalesinvoicetemplate.xlsx".

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Basic Sales Invoice Template (Light Blue) Features and Facts

Basic Sales Invoice Template (Light Blue) is a slightly modified version of the standard Excel sales invoice template shipped with Uniform Invoice Software installer program. The main features include a "Bill To" section, a "Shipping To" section, 3 columns on invoice body, no sales tax.

The ready-to-use Excel invoice template can be downloaded from the "download" page. If you are interested in the details on how to create this Basic Sales Invoice Template (Light Blue) design from the default Excel sales invoice template, read on. To easily change the tax options, install Uniform Invoice Software, click the Settings button and then go to the Taxes tab, where you can choose taxing type (no tax, one tax and two taxes, tax names, tax rates, as well as other taxing options).

This basic sales invoice template was designed with the small business owner in mind. It is a simple, professional, free solution for invoicing your customers or clients. Unlike our service invoice template, the sales invoice includes shipping information.

The difference between sales invoice template and service invoice template here on InvoicingTemplates.com is simple - if a template contains the "Ship To" section on the printable section, we call it sales invoice. If it does not contain the "Ship To" section, it is categorized as service invoice. If the form has a very special design in its layout, such as Tax Invoice for Printing Shop, which moves the "Ship To" section (titled with "Delivery To") to the body of the invoice form, we add the template to both the sales invoice template and service invoice template category. **Basic Sales Invoice Template (Light Blue)** adheres to this rule too.

In order to create this basic sales invoice template (light blue) from the default sales invoice template, we moved the item#, unit price and quantity column out of the printable area, removed the formulas from the line total cells, and set the tax type to "no tax" with the help of Uniform Invoice Software.

Before doing these types of customizations on the default sales invoice template, you'll have to unprotect the spreadsheet and put the template into design mode.

The protection of the Invoice worksheet in **Basic Sales Invoice Template (Light Blue)** 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 **Basic Sales Invoice Template (Light Blue)**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Basic Sales Invoice Template (Light Blue)**. Here are how you can switch to design mode.

- In Excel 2003 click the Design Mode button on the Control Toolbox toolbar. Tip: If the Control Toolbox toolbar is invisible, click Excel menu View > Toolbars > Control Toolbox.
- In Excel 2007, Excel 2010 and Excel 2013, click the Design Mode button in the Controls group of the Developer tab.

  TIP: If the Developer tab is not available in Excel 2007, do the following to display it: a) Click Microsoft Office Button, and then click Excel Options; b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

  Or in Excel 2010 and Excel 2013 to display the Developer tab: a) Click File > Options > Customize Ribbon; b) In the area on the right, ensure that the box next to Developer is checked; c) When you click OK, the Developer tab will appear in the ribbon.

Once you have finished your design work for **Basic Sales Invoice Template (Light Blue)**, click the Design Mode button again to exit design mode.

One the Excel spreadsheet is unprotected and put into design mode, you can move the Unit Price, Quantity and Item# columns out of the printable area.

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 **Basic Sales Invoice Template (Light Blue)** 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 **Basic Sales Invoice Template (Light Blue)** 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 **Basic Sales Invoice Template (Light Blue)** 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.

To adjust the width of one column for **Basic Sales Invoice Template (Light Blue)**, drag the boundary on the right side of the column heading until the column is the width that you want. To change the width of multiple columns for **Basic Sales Invoice Template (Light Blue)**, select the columns that you want to change, and then drag a boundary to the right of a selected column heading. To change the width of columns to fit the contents for **Basic Sales Invoice Template**

(Light Blue), select the column or columns that you want to change, and then double-click the boundary to the right of a selected column heading.

While design Basic Sales Invoice Template (Light Blue), the "Merge and Center" command is also useful to set up the item description column.

Merge and Center works by merging the selected cells into one and then centering the data in the new combined cell. While design an invoice template layout like Basic Sales Invoice Template (Light Blue), Merge and Center could be a handy tool if used properly. One thing to note, however, since Uniform Invoice Software relies on cell names (or field names) to create the relationship between the Excel form cells and the database fields, you should make sure the cell that contains a field name is the first one in the group of cells that are to be merged. This way, Uniform Invoice Software will work with the merged cell by reading from or writing to the named cell.

Unlick the default sales invoice template shipping with Uniform Invoice Software, Basic Sales Invoice Template (Light Blue) has no tax set.

Basic Sales Invoice Template (Light Blue), like the default sales invoice template, has two tax items on the bottom of the invoice form, which are applied to all the items in an invoice, and a column of Taxable checkboxes to the left of the form body, which are corresponding to each invoicing item. You can change the tax names and rates on the bottom of the form by typing in whatever meet your requirements. These are the supported features implemented in both the freeware version of the sales invoice template and the Uniform Invoice Software version.

That's it! You've now seen the key steps involved in design this Basic Sales Invoice Template. Download this template for free and see if it meets your billing requirements!

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Your Sales Company Name

INVOICE

InvoicingTemplates

Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

DATE:
INVOICE #

Bill To: **Ship To:**

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date

#	Description	Amount

SUBTOTAL	-
SHIPPING & HANDLING	-
TOTAL	-
PAID	-
TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS!