Consulting Invoice Template (3rd Sample - One Tax) in PDF Format

Consulting Invoice Template (3rd Sample - One Tax) was initially released on http://www.InvoicingTemplates.com on Friday, December 06, 2013, and is categorized as Consulting. As always **Consulting (3rd Sample - One Tax)** was published in two editions - one free **Consulting Invoice Template (3rd Sample - One Tax),** and another Uniform Invoice Software version that is able to turn **Consulting Invoice Template (3rd Sample - One Tax)** into a complete invoicing system. This "**Consulting Invoice Template (3rd Sample - One Tax) in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "sample3consulting.xls".

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Consulting Invoice Template (3rd Sample - One Tax) Features and Facts

The previous 2 sample consulting invoice templates have two taxes defined on the bottom of the form. This new sample demonstrating how to use one tax.

The first sample consulting invoice template in this serial talks about how to move cells. With the second sample, we take an easy way to change the appearance of the invoice form by changing the color theme of the form. With this third sample of customizing the original consulting invoice template, we look at another common problem faced by many of our users - how to change the tax items. That is, if you charge only one tax, how to implement it with the consulting invoice template?

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.

If you use the Uniform Invoice Software version of the default sales 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. 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.

From the above description, we know that it is easy to let the consulting invoice form charge or show only one tax - just set the options on the Taxes tab of the Settings window. But how about the free consulting invoice template?

If you are familiar with Microsoft Excel, you probably already know how to do this.

Before you can modify the layout of the template, note that many invoice templates here on InvoicingTemplates.com have the Invoice worksheet protected. It is necessary to unprotect it before you modify it.

The protection of the Invoice worksheet 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.

Once the Invoice worksheet is protected, the next step is to display gridlines and column headings for your consulting invoicing form.

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.

Once the gridlines and row/column headings are shown, simply click the cell next to the label "GST" - i.e. the second tax amount cell. Hit DEL key on your keyboard to delete it - this will prevent Excel from calculating the second tax. Right-click the row-heading of the row where the second tax cell resides, and then choose Hide from the shortcut menu. This will hide the entire row, including the text label and amount field of the second cell. Check the consulting invoice form - you now have only one tax on the form. If you use the **free consulting invoice template**, change the tax name and rate by typing the correct values into the corresponding cells.

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Sample Consulting Template 3

InvoicingTemplates

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

CONSULTING INVOICE

DATE:
INVOICE #:

Bill To:

Requisition #	
Work Order #	
P.O. #	
Terms	

Description	Quantity	Unit Price	Line Total
		SUBTOTAL	-
		PST 8.000%	-

NOTES:

	TOTAL	-
	PAID	-
	TOTAL DUE	-

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