Proforma Invoice Template (4th Sample, Landscape Page Orientation) in PDF Format

Proforma Invoice Template (4th Sample, Landscape Page Orientation) was initially released on http://www.InvoicingTemplates.com on Monday, December 09, 2013, and is categorized as Proforma. As always **Proforma (4th Sample)** was published in two editions - one free **Proforma Invoice Template (4th Sample, Landscape Page Orientation),** and another Uniform Invoice Software version that is able to turn **Proforma Invoice Template (4th Sample, Landscape Page Orientation)** into a complete invoicing system. This "**Proforma Invoice Template (4th Sample, Landscape Page Orientation) in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "sample4proforma.xlsx".

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Proforma Invoice Template (4th Sample, Landscape Page Orientation) Features and Facts

This free sample proforma invoice templates differs from the previous proforma invoice forms in that the layout is customized to be printable on standard A4 paper with landscape page orientation.

The previous samples, including the original proforma invoice template that this serial of samples is based on, are suitable for portrait paper orientation with standard A4 paper. While the proforma invoices created with the templates look professional, someone find they need more space to put in their item descriptions. Since there are 7 columns on the invoice body - item #, Tax, Unit of Measure, Quantity, Unit Price, Line Total, the space for putting in descriptions is limited.

To address this issue one way is to wrap the text so that they can span several raw Excel rows. Another way described in this sample is to expand the form horizontally so that it can would be printable with landscape paper orientation. Both methods require decreasing the number of lines on the form.

Like Microsoft Word, Microsoft Excel allows you to set paper options through its Page Setup dialog box. In Excel 2003, the Page Setup dialog box can be opened by clicking Excel menu File > Page Setup. With Excel 2007, Excel 2010 and Excel 2013, the command for opening Page Setup dialog box can be accessed through Page Layout ribbon tab > Page Setup group and then

click the arrow button on the group. The Page Setup dialog box offers various options for you to control the printing and layout of the invoice form.

Now on the Page tab of the Page Setup dialog box, we choose "Landscape" and then click OK to close the dialog box.

Before we do the actual customization work, it is necessary to unprotect the sheet, switch to design mode and show gridlines and row and column headers.

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.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images. 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, click the Design Mode button again to exit design mode.

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.

Now adjust the column widths to make it suitable for landscape A4 paper. Remember our goal is to have more space for the description column, so we'll mainly increase the widths of the Excel raw columns that are part of the Description column on the proforma invoice form.

To adjust the width of one column, 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, 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, select the column or columns that you want to change, and then double-click the boundary to the right of a selected column heading.

To get the best result proforma invoices we have to go to print preview several times to make sure the form can be printed on landscape A4 paper, and to leave proper space for top, bottom, left and right margins.

The original proforma invoice template has about 20 lines on the invoice body. Changing to landscape A4 paper allows less lines in order to print the entire form on a single page. With the sample proforma invoice template attached here for download, there are 8 lines left on the invoice body, and we hide the other 12 lines. If you prefer, you can delete the hidden 12 lines from the proforma invoice template, but deleting the lines requires modifying the formulas that calculates totals on the bottom of the form. For simplicity we skip this step in this tutorial.

There are other works to do in order to finish this forth sample proforma invoice template. For example we have to move the location of some other cells, and adjust the size of the other cells, to let them be suitable for A4 paper in landscape orientation. Thanks to powerful Excel, these are all easy to do. Without much hard work we get a pretty new proforma invoice template that are suitable for landscape A4 paper. Please download and try it if you have long product description to put in your **proforma invoices**.

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Sample 4 Free Proforma Invoice (Your Company Name)

PRO FORMA INVOICE

InvoicingTemplates

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

DATE:
INVOICE #:
DATE OF EXPIRY:
CUSTOMER #:
SALES REP. NAME:

BILL TO		SHIP TO	
Name		Name	
Address		Address	
City, State ZIP		City, State ZIP	
Country		Country	
Phone		Contact	

SHIPPING DETAILS			
P.O.#		Mode of Transportation	
P.O. Date		Transportation Terms	
Letter of Credit		Number of Packages	
Currency		Est. Gross Weight	
Payment Term		Est Net Weight	
Est. Ship Date		Carrier	

ITEM #	TAX	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	LINE TOTAL
	☐	1				
	☐	2				
	☐	3				
	☐	4				
	☐	5				
	☐	6				
	☐	7				
	☐	8				

*** This is not a VAT invoice

SUBTOTAL		-
TAXABLE SUBTOTAL		-
TAX 1	8.000%	-
TAX 2	6.000%	-
SHIPPING & HANDLING		-
INSURANCE		-
LEGAL/CONSULAR		-
[other]		-
[other]		-
TOTAL		-

Special Notes, Terms of Sale

THANK YOU FOR YOUR BUSINESS!