

Sales Invoice Template with Discount Amount Column in PDF Format

Sales Invoice Template with Discount Amount Column was initially released on <http://www.InvoicingTemplates.com> on Monday, December 23, 2013, and is categorized as **Sales**. As always **Sales Template with Discount Amount Column** was published in two editions - one free **Sales Invoice Template with Discount Amount Column**, and another Uniform Invoice Software version that is able to turn **Sales Invoice Template with Discount Amount Column** into a complete invoicing system. This "**Sales Invoice Template with Discount Amount Column in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "salesdiscountamount.xls".

Like *Sales Invoice Template with Discount Amount Column*? Visit [Sales Template with Discount Amount Column](#) to download it for free.

Sales Invoice Template with Discount Amount Column Features and Facts

Sales Invoice Template with Discount Amount Column is a sample invoice template that adds a discount amount column to the default sales invoice template shipped with Uniform Invoice Software.

It's common practice to show discounts on invoices in many types of businesses. The easiest way, however, and also a flexible way, is to add the discount as a product or service item on the invoice body but with negative price or line total.

There are also special ways that are not commonly appliance but do work for some business. For example, one of our customers found a new way to use the tax cells and formulas on the default sales invoice template - by naming a tax "Discount" and assigning it a negative tax rate, one of the tax field on the bottom of invoice form efficiency becomes a discount field. Since Uniform Invoice Software allows to change the tax rate (in this example it becomes discount rate) on a per-invoice basis right on the bottom of the invoice form, the customer had never encountered a problem in applying discounts in this way.

What if you need to show discounts in a more detailed manner? For example, show discounts applied to each item on invoice body separately? This requires an additional column on the invoice body, as compared to the 5 columns on the [default sales invoice template](#) that shipped with the setup program of Uniform Invoice Software. So in this customized sample invoice template - **Sales Invoice Template with Discount Amount Column**, we have 6 columns on the invoice body within the printable invoice body: Product ID, Description, Quantity, Unit Price,

Discount, and Line Total. The "Discount" here is an amount value. We'll publish the percentage version of this sample invoice template here on InvoicingTemplates.com in the near future.

Like all the other sample invoice templates here on [Invoicing Templates](#), **Sales Invoice Template with Discount Amount Column** is also created from the default sales invoice template shipped with Uniform Invoice Software. In order to create this 6-column invoice layout, we need to adjust the existing 5-column invoice layout to leave space for the additional column.

To adjust the existing columns to leave space for new column or columns that will be added to the printable form for **Sales Invoice Template with Discount Amount Column**, we first unmerge the item# (or product#), description and quantity columns - these are usually merged columns that each contains several Excel row columns. To do this, after opening **Sales Invoice Template with Discount Amount Column** as usual, select all the cells belong to these columns and then click the "Merge and Center" button on the Format toolbar in Excel 2003; in Excel 2003, the "Merge and Center" button can be found on the Home ribbon tab. Drag your mouse to select the Description column (this time, you select Excel row column since the Description is no longer a merged column) and drag it one column left. Select the "oknProductName_1" cell (the first cell on the moved Description column) and drag your mouse to select the two adjacent cells at the right-hand too - so, you now select 3 cells started with the "oknProductName_1" cell. Now click the Merge and Center command again. This will expand the width of "oknProductName_1" to 3 columns. Do this process for all the other Description cells. Once done, you have one empty column that was left by moving the Description column to the left-hand of this original position. Adjust the columns widths of all the columns to make sure they have the proper widths that are able to hold the content they will display on this **Sales Invoice Template with Discount Amount Column**.

Please download the Sales Invoice Template with Discount Amount Column for free to see how it differs from the default sales invoice template shipping with Uniform Invoice Software. A PDF version of this Sales Invoice Template with Discount Amount Column is also available for free.

Sales Invoice Template with Discount Amount

Column - PDF Format
