

# Simple Service Invoice Template in PDF Format

*Simple Service Invoice Template* was initially released on <http://www.InvoicingTemplates.com> on Wednesday, November 12, 2014, and is categorized as [Service](#). As always **Simple Service Billing Format** was published in two editions - one free **Simple Service Invoice Template**, and another Uniform Invoice Software version that is able to turn **Simple Service Invoice Template** into a complete invoicing system. This "**Simple Service Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "simpleservice.xlsx".

Like *Simple Service Invoice Template*? Visit [Simple Service Invoice Template](#) to download it for free.

## Simple Service Invoice Template Features and Facts

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**Simple Service Invoice Template** is a service billing format designed under the need to itemize all the service that you offered. And by using this beautiful layout, you will able to collect all the information regarding all services that you performed.

This invoice template is designed in a very convenient way. Creating invoices using Simple Service Invoice Template is just like filling in a blank paper form, so there is no hard learning curve. If you need more features such as tracking customer accounts, items, invoices and payments, this service invoice template also has a Uniform Invoice Software edition. The Uniform Invoice Software offers exactly the same layout as the freeware edition of Simple Service Invoice Template / Simple Service Billing Format, but with many functional buttons on the form, such as "Customers", "Products", "Invoices", "Save To DB", "Settings". For example, by clicking the "Save To DB" button, you can save the current invoice to the backend database, and if the invoice# cell is left blank, Uniform Invoice Software will automatically generates an invoice# for you, based on the rules defined on the Settings window. Uniform Invoice Software also supports networking, which means several users on the network can share database, so that, for example, one employer is responsive for entering customer data, and another employer in the accounting department is responsive for processing payments.

**Simple Service Invoice Template** is customized based on [Simple Sales Invoice Template / Simple Sales Billing Format](#). Another invoicing format with similar layout and style is also available here on InvoicingTemplates.com, at [Simple Consulting Invoice Template / Simple Consulting Billing Format](#).

Please download this template for free from the [download page](#). A fillable PDF simple service invoice template is also available here on InvoicingTemplates.com.

To create this **simple service invoice template** from c4032 [Simple Sales Invoice Template / Simple Sales Billing Format](#), we move the shipping address section of out the printable invoicing form, which is identified by the "Print\_Area" name in the Excel spreadsheet. In order to do this, we first unprotect the Invoice worksheet, and then do the movement.

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 **Simple Service 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 **Simple Service 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 **Simple Service 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.

Note that custom fields is a powerful feature introduced by previous version of Uniform Invoice Software, i.e. Excel Invoice Manager. The support for custom fields in Excel Invoice Manager requires a database definition file ("FDINFO10.rst") to be present in the folder where the database file was installed. With Uniform Invoice Software, using custom fields is much simpler than in Excel Invoice Manager, and the database definition file is no longer required.

Note that the "InvoicingTemplates" logo on the top of the invoice form is a placeholder, which you should replace with your own logo image. In order to do that, the invoice spreadsheet has to be switched to design mode.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Simple Service Invoice Template**. 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 **Simple Service Invoice Template**, click the Design Mode button again to exit design mode.

Please refer to [Uniform Invoice Software](#) documents, which is installed on your local computer once you install the program, for more information on customizing our templates.

While the free version of Simple Service 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 Simple Service Invoice Template work for you.

## **Simple Service Invoice Template - PDF Format**

Street Address  
 City, ST ZIP Code  
[Phone Number, Web Address, etc.](#)

**Your Service Business Name**

**BILL TO**

Client #  
 Name  
 Address  
 City, State Zip  
 Country  
 Phone




<b>Invoice #</b>	
<b>Invoice Date</b>	

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

#	Description	Quantity	Unit Price	Amount
1	description 1	1.00	2.00	2.00
2	description 2 line 2	3.00	4.00	12.00
3		5.00	6.00	30.00
4				
5				
6				

<b>SUBTOTAL</b>	<b>44.00</b>
<b>TAX 10.00%</b>	<b>4.40</b>
<b>SHIPPING &amp; HANDLING</b>	<b>-</b>
<b>TOTAL</b>	<b>48.40</b>

 Please make all checks payable to COMPANYNAME  
 Bank Account 12345

*THANK YOU FOR YOUR BUSINESS!*