

Commercial Invoice Template with Colorful Business Name in PDF Format

Commercial Invoice Template with Colorful Business Name was initially released on <http://www.InvoicingTemplates.com> on Saturday, October 04, 2014, and is categorized as **Sales**. As always **Commercial Invoicing Form with Colorful Business Name** was published in two editions - one free **Commercial Invoice Template with Colorful Business Name**, and another Uniform Invoice Software version that is able to turn **Commercial Invoice Template with Colorful Business Name** into a complete invoicing system. This "**Commercial Invoice Template with Colorful Business Name in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "commercialcolorful.xlsx".

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Commercial Invoice Template with Colorful Business Name Features and Facts

Commercial Invoicing Form with Colorful Business Name is a customized invoicing template based on [Commercial Invoicing Template](#). It has the same number of fields as the original template, but looks professional and beautiful with the additional colorful text boxes.

Like most other invoicing templates available here on InvoicingTemplates.com, with the original [Commercial Invoicing Template](#) the company/business headings and the big "INVOICE" label are all general Excel cells. They differs from the other text labels on the spreadsheet with only font size and colors. With this customized design - Commercial Invoice Template with Colorful Business Name, they are replaced with text box and a litter bit of word art is also added. Suddenly, the original general commercial invoicing form looks bright and shines.

Like the original commercial invoicing form, this commercial invoicing template dressed with Excel text boxes and word arts is also offering all the required fields for a commercial invoice, including: Complete name and address information for both shipper and consignee, phone numbers for both shipper and consignee, Terms of Sale (Incoterm), Reason for export, a complete description of the item, what is the item? what is the item used for? Harmonized Tariff Codes, if known, Country of origin (where manufactured) for each commodity, Number of units,

unit value, and total value (purchase price) of each item, number of packages and total weight, shipper's signature and date.

As you can see from this commercial invoice template sample, with a few simple text boxes, a general commercial invoice template could be a beautiful, yet powerful and professional invoice template. With Microsoft Excel, InvoicingTemplates.com takes the "what you see is what you get" approach to a whole new level. The entire invoice creation process is handled on a single page. There is no need to navigate through countless pages of the site to add clients, set up tax schemes or get a preview of the final invoice. It all happens on one single page - how about that for a truly "what you see is what you get" approach? And, if you install Uniform Invoice Software, there are more you can do with the Excel template - management of your products and client accounts, tracking invoices and payments.

Note that the "Invoicing Templates" image on the top left corner of the invoicing form. This is a place holder of your own logo image, or you can delete it if you don't need. To do this, you first have unprotect the spreadsheet and switch to design mode.

The protection of the Invoice worksheet in **Commercial Invoice Template with Colorful Business Name** 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 **Commercial Invoice Template with Colorful Business Name**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Commercial Invoice Template with Colorful Business Name**. 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 **Commercial Invoice Template with Colorful Business Name**, click the Design Mode button again to exit design mode.

To replace the default LOGO image in **Commercial Invoice Template with Colorful Business Name** with your own image, follow the steps below:

- Right click the Logo image, and then select Properties from the menu.
- Click the Picture property, and then click the "..." button.
- Browse to the folder containing your icon file. Select and open the icon file.
- Close the Properties dialog box.
- Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image and want to delete it, simply hit the DEL key on your keyboard after you selected it with your mouse key. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information

section to fill in the empty area. To do this: Drag your mouse to select the entire Company Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location

While the free version of **Commercial Invoice Template with Colorful Business Name** is simple, the result invoice created by using this Microsoft Excel invoice 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 sales products and do need a shipping section on their invoicing form. It is a good sales invoice creator, but if you need more features, like management of customers, products / product items, invoices and payments, just install Uniform Invoice Software to make all the buttons on **Commercial Invoice Template with Colorful Business Name** work for you.

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