

Service Credit Note Template in PDF Format

Service Credit Note Template was initially released on <http://www.InvoicingTemplates.com> on Tuesday, January 07, 2014, and is categorized as *Service*. As always **Service Credit Memo Template** was published in two editions - one free **Service Credit Note Template**, and another Uniform Invoice Software version that is able to turn **Service Credit Note Template** into a complete invoicing system. This "**Service Credit Note Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "servicecreditnote.xls".

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

Service Credit Note Template Features and Facts

Service Credit Note Template is a variant of *Credit Note Template*. It differs from the original one by moving all shipping fields out of the printable credit note form, making the template more suitable for service business.

The *credit note sample* given in the original template has the shipping address defined near the "Bill To" section. If you are running a service business that might be not useful for you. This free credit note format moves all the shipping fields out of the printable section defined by the "Print_Area" Excel name so that they will not be included in the printed document - or, if you are using the Uniform Invoice Software version, the shipping fields will not be included in the credit notes that you create by executing the "Extract" command on the Invoice worksheet.

The difference between *sales invoice template* and *service invoice template* here on InvoicingTemplates.com is simple - if a template contains the "Ship To" section on the printable section, we call it sales invoice. If it does not contain the "Ship To" section, it is categorized as service invoice. If the form has a very special design in its layout, such as *Tax Invoice for Printing Shop*, which moves the "Ship To" section (titled with "Delivery To") to the body of the invoice form, we add the template to both the *sales invoice template* and *service invoice template* category. **Service Credit Note Template** adheres to this rule too.

The result template of this customization can be downloaded for free here on InvoicingTemplates.com. If you are interesting in the implementation details on how to create this customized service credit note template, read on.

Moving a cell or a group of cells in an Excel template is easy.

The protection of the Invoice worksheet in **Service Credit Note Template** 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 **Service Credit Note Template**.

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

use display-gridlines-and-column-headings

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 **Service Credit Note 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 **Service Credit Note 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 **Service Credit Note 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.

So with a few mouse clicks and movements, we've got a new customized service credit note template. If you are running a service business and have the need of using credit notes, this might be the ideal credit note template for you.

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