

Sample Service Invoice Template: Using Handwriting Signature in PDF Format

Sample Service Invoice Template: Using Handwriting Signature was initially released on <http://www.InvoicingTemplates.com> on Friday, December 20, 2013, and is categorized as **Service**. As always **Service Template with Signature** was published in two editions - one free **Sample Service Invoice Template: Using Handwriting Signature**, and another Uniform Invoice Software version that is able to turn **Sample Service Invoice Template: Using Handwriting Signature** into a complete invoicing system. This "**Sample Service Invoice Template: Using Handwriting Signature in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "sample-service-template-signature.xls".

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Sample Service Invoice Template: Using Handwriting Signature Features and Facts

Sample Service Invoice Template: Using Handwriting Signature is a variant of **Sample Sales Invoice Template: Using Handwriting Signature**. It is the service edition of the original invoice template.

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. **Sample Service Invoice Template: Using Handwriting Signature** adheres to this rule too.

The **free Sample Service Invoice Template: Using Handwriting Signature** does create professional-looking invoices for you without a hard learning curve, but the Uniform Invoice Software version offers more advanced features. For example, with the freeware edition of **Sample Service Invoice Template: Using Handwriting Signature**, you have to clear the invoice form manually to make it a blank invoice form in order to create a new invoice - that is, to delete all the existing field values, such as invoice date, invoice#, customer information etc. With

the Uniform Invoice Software edition, by clicking the "Clear & New" button once, all the fields are cleared and some fields are filled with default values. For example, the "Clear & New" command fill in the invoice date field with the today's date.

Speaking of dates, we have some off-topic words to talk about. Date values are not as easy as it sounds. Dates seem to cause people problems. Ask five people to enter a date into Excel and you'll get dates entered five different ways. We have created a little and handy utility to address this, an Excel date picker, called Pop-up Excel Calendar. The Excel Date Picker pops up a calendar whenever you click to move into a date cell - i.e. a cell that contains a date value, a date format, or underneath a cell that has the word "date" in it. If you are interesting in this please find more information at [Pop-up Excel Calendar](#), [Date Picker for Excel](#), and at [Excel Date Picker, a Pop-up Excel Calendar for Excel](#). If you use dates frequently our Excel Date Picker could be a nice helper for you.

Now we return to the service invoice template. The detailed tutorial on how to add the signature image to the printable invoice form could be found on office-kit.com at [Invoice Template Sample - Using Handwriting Signature in Your Invoices](#). The result of this tutorial is a [sales invoice template](#) that includes shipping fields in the printable invoice form. To create the service version, we move out all the shipping-related fields after unprotecting the sheet and switching it to design mode.

The protection of the Invoice worksheet in **Sample Service Invoice Template: Using Handwriting Signature** 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 **Sample Service Invoice Template: Using Handwriting Signature**.

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

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 **Sample Service Invoice Template: Using Handwriting Signature** 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 **Sample Service Invoice Template: Using Handwriting Signature** 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 **Sample Service Invoice Template: Using Handwriting Signature** 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.

The difference between this **Sample Service Invoice Template: Using Handwriting Signature** and the default sales invoice template shipped with Uniform Invoice Software is minor, but it provides a good example on using custom images on the printable invoice form.

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