

Invoice Template with Long Product Description in PDF Format

Invoice Template with Long Product Description was initially released on <http://www.InvoicingTemplates.com> on Monday, December 16, 2013, and is categorized as **Sales**. As always **Billing Form with Long Product Description** was published in two editions - one free **Invoice Template with Long Product Description**, and another Uniform Invoice Software version that is able to turn **Invoice Template with Long Product Description** into a complete invoicing system. This "**Invoice Template with Long Product Description in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "invoice-template-long-description.xls".

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Invoice Template with Long Product Description

Features and Facts

Invoice Template with Long Product Description is a template originally published on office-kit.com as a sample of customizing the default sales invoice template.

The [blank invoice template](#) has 4 columns on the invoice body, and includes both the "Bill To" and "Ship To" sections. The detailed steps of the design could be found on office-kit.com, but the basic procedures are the same as with all the other designs here on InvoicingTemplates.com, including: unprotect the sheet, switch to design mode, move out unneeded cells (the product # column), merge cells / fields to expand the size / space of an existing cell or field.

The protection of the Invoice worksheet in **Invoice Template with Long Product Description** 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 **Invoice Template with Long Product Description**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Invoice Template with Long Product Description**. 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 **Invoice Template with Long Product Description**, 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 **Invoice Template with Long Product Description** 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 **Invoice Template with Long Product Description** 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 **Invoice Template with Long Product Description** 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.

Since this billing form is designed with long product description in mind, you may also like to adjust the width of the Description column to leave more space for the column.

To adjust the width of one column for **Invoice Template with Long Product Description**, drag the boundary on the right side of the column heading until the column is the width that you want. To change the width of multiple columns for **Invoice Template with Long Product Description**, select the columns that you want to change, and then drag a boundary to the right of a selected column heading. To change the width of columns to fit the contents for **Invoice Template with Long Product Description**, select the column or columns that you want to change, and then double-click the boundary to the right of a selected column heading.

The flexibility of Microsoft Excel makes creating this customized **Invoice Template with Long Product Description** easy and quick. Don't forget to protect the Invoice worksheet and exit design mode once the design work is finished. If you find this invoice template interesting, download and try its free format, Uniform Invoice Software format or PDF format per your requirements.

Invoice Template with Long Product Description - PDF Format

Business Name

INVOICE



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

DATE:
INVOICE #

Bill To:

Ship To:

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

| Description | Quantity | Unit Price | Line Total |
|-------------|----------|------------|------------|
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|---------------------|---|
| SUBTOTAL | - |
| PST 6.50% | - |
| GST 3.20% | - |
| SHIPPING & HANDLING | - |
| TOTAL | - |
| PAID | - |
| TOTAL DUE | - |

THANK YOU FOR YOUR BUSINESS!