

Music Store Invoice Template (Wholesale) in PDF Format

Music Store Invoice Template (Wholesale) was initially released on <http://www.InvoicingTemplates.com> on Saturday, September 20, 2014, and is categorized as Sales. As always **Music Store Invoicing Form (Wholesale)** was published in two editions - one free **Music Store Invoice Template (Wholesale)**, and another Uniform Invoice Software version that is able to turn **Music Store Invoice Template (Wholesale)** into a complete invoicing system. This "**Music Store Invoice Template (Wholesale) in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "musicstorewholesaleinvoicetemplate.xlsx".

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Music Store Invoice Template (Wholesale)

Features and Facts

Music Store Invoicing Form (Wholesale) is a variant of Music Store Invoicing Form (Retail). It differs from the original version in that this wholesale version includes a new custom field, Discount, on the bottom of the form, allowing you to apply discount to wholesale clients.

Just like the other new fields COMPOSER, INSTRUMENTATION, PUBLISHER and COMMENT, this new fields "Discount Rate" and "Discount Amount" are also added as custom fields. However, unlike those custom fields that are detailed in the Music Store Invoicing Form (Retail) document, these discount custom fields are added to the "Invoice Header" database table.

Adding a custom field to the Invoice Header table in the database makes it possible to save the field value to database along with the other data of an invoice. For example, adding the custom field Company Name to the Invoice Header database table allows you to save the company name of a customer to the database when you save an invoice. If you use Uniform Invoice Software version template Music Store Invoice Template (Wholesale) and add the custom field to the invoice form, the value is saved from or retrieved to Music Store Invoice Template (Wholesale) whenever you save or reload an invoice.

The steps of adding the discount rate and discount amount fields to database tables are similar to what we've done in Music Store Invoicing Form (Retail). Note that this time, you have to choose Invoice Header database table. If you want to set default Discount Rate for each computer, so that the rate value is populated automatically each time a customer is picked up, simply add the Discount Rate custom field to the Customer database table.

Adding a custom field to the Customer table in the database makes it possible to save the field value to database along with the other data of a customer / client. For example, adding the custom field Company Name to the Customer database table allows you to save the company name of a customer to the database when you save a customer. If you use Uniform Invoice Software version template Music Store Invoice Template (Wholesale) and add the custom field to the invoice form, the value is retrieved and filled into Music Store Invoice Template (Wholesale) whenever you pick up a customer.

To add the custom fields, Discount Rate and Discount Amount, to the Invoice worksheet, the steps to follow are: unprotect the Invoice worksheet, insert a new row underneath the "Subtotal" row and then name the discount cells, unlock the named discount rate cell so that Uniform Invoice Software can write to cell even if the Invoice worksheet is protected.

The protection of the Invoice worksheet in **Music Store Invoice Template (Wholesale)** 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 **Music Store Invoice Template (Wholesale)**.

To show gridlines and row/column headers in Excel 2000 - 2003:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. On the Tools menu, click Options, and then click the View tab.
3. Under Window options, check the Gridlines and Row & Column Headers check boxes.

After your customization, go back to the Tools menu, Options, View tab. Under Window options, REMOVE the checks you previously placed by the two check boxes to hide gridlines and row/column headers. This will restore the appearance of your template.

To show/hide gridlines and row/column headers in Excel 2007, Excel 2010 and Excel 2013:

1. Click and activate the worksheet you want to display gridlines and row/column headers for.
2. Go to the View tab of the Ribbon.
3. Click Show/Hide, and then check or uncheck the Gridlines and Headings options.

The gridlines and row/column headings could help a lot when design the layout of the invoice form.

To insert a new row underneath the "Subtotal" row: Right-click the row header of the first tax row, and choose "Insert" from the shortcut menu. A new row is inserted, now you have to name the cells.

Naming a cell is easy in Excel, no matter you are using the free edition of **Music Store Invoice Template (Wholesale)** or the Uniform Invoice Software edition of **Music Store Invoice Template (Wholesale)**, and the process is the same no matter which Excel version you are using - Excel 2003, Excel 2007, Excel 2010 or Excel 2013. To name a cell, after opening **Music Store Invoice Template (Wholesale)** firstly make the sheet is not protected, and then click the cell you want to name (or drag your mouse to select the range you want to name), and then enter the name into the name box on the formula bar. Note that Excel does not allow you to reuse an existing name in this way. For example, if a cell has already been named "oknTaxType" in **Music Store Invoice Template (Wholesale)**, and you click and select an empty cell then enter the name "oknType" into the name box, Excel activates the cell with the name "oknTaxType" in **Music Store Invoice Template (Wholesale)**, instead of naming the empty cell "oknTaxType". To name a new (empty) cell with an existing name, you have to firstly delete the exiting cell name, and then use this name to name the new cell. To delete an existing cell name, in Excel 2003 click Excel menu Insert > Name > Define to open the Define Name dialog box; in Excel 2007, 2010

and 2013, the Name Manager can be launched by going to the formulas ribbon tab, Defined Names group.

The Excel formula of the discount amount cell is followed below:

```
=ROUND(oknSubTotal*oknDiscountRate,2)
```

You should also modify the formula of the "Total" cell to use the discounted amount instead of the original subtotal amount:

```
=ROUND(oknSubTotal -oknDiscountAmount + oknShippingCost +  
IF(oknTaxType=0,0,IF(oknTaxType=1,oknTax1,oknTax1+oknTax2)),2)
```

The discount rate cell should be unlocked so that even when the Invoice worksheet is protected, Uniform Invoice Software is able to write to cell, and you are able to edit the cell value manually.

The "Lock" property is a very useful feature in Excel. When you protect a worksheet such as Music Store Invoice Template (Wholesale), all cells are locked by default, which means that they cannot be edited. To enable cells to be edited while leaving only some cells locked, you can unlock the cells and then lock only specific cells and ranges before you protect the Invoice worksheet of Music Store Invoice Template (Wholesale). To lock a cell or a range of cells, first drag your mouse to select the cell or cells, and then right-click one of the selected cell on the form, choose Format Cells. On the Number tab, check the "Locked" box. To unlock a cell or a range of cells, simply clear the "Locked" box.

Tip: If you create a formula for a field or a cell be sure to lock it otherwise a warning mark appears on the cell. On the other hand, if you remove a formula from a locked cell in Music Store Invoice Template (Wholesale), unlock the cell to make sure it is editable when Music Store Invoice Template (Wholesale) is protected.

Although it is easy to create the layout and format of Music Store Invoice Template (Wholesale) with Microsoft Word or other Microsoft Office programs, or even with some PDF programs, the support for Excel formulas makes doing automated calculations easy to implement and modify. For example, Music Store Invoice Template (Wholesale) uses Excel formulas extensively to do calculations whenever possible and necessary, such as the taxes, totals. If you use the Uniform Invoice Software version of Music Store Invoice Template (Wholesale), Excel formulas are also used to create the relationship between several fields, such as one field should be the sum of two other fields.

Music Store Invoice Template (Wholesale) is provided in two editions - a freeware editions of **Music Store Invoice Template (Wholesale)**, and a Uniform Invoice Software edition of **Music Store Invoice Template (Wholesale)**. Both editions can be downloaded for free from the download page. A PDF edition is also provided at the right section of this page.

The freeware edition of **Music Store Invoice Template (Wholesale)** provides exactly the same form layout and design in Microsoft Excel format as the Uniform Invoice Software edition of **Music Store Invoice Template (Wholesale)**. The most noticeable difference, at the first glance, is that the Uniform Invoice Software edition of **Music Store Invoice Template (Wholesale)** contains many buttons on it, such as Customers, Products, Invoices and Reports, etc. These buttons calls features and functionalities implemented by Uniform Invoice Software. For example, if you click "Save To DB", the Uniform Invoice Software validates and checks the current document on **Music Store Invoice Template (Wholesale)**, generate a unique invoice number automatically (if necessary), and then save it to the backend database.

Music Store Invoice Template (Wholesale) - PDF Format



Music Company/Store Name

INVOICE

Address
City, State ZIP
[Contact](#), [Phone number](#), [Web address](#)

DATE:
INVOICE #:

Bill To:

Ship To:

P.O. #	Ship Date	Ship Via	Terms	Due Date

Product ID	Description	Quantity	Price	Line Total

				SUBTOTAL	-
			DISCOUNT	40.00%	-
			PST	8.00%	-
			GST	6.00%	-
			SHIPPING & HANDLING		-
			TOTAL		-
			PAID		-
			TOTAL DUE		-

Notes:



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Address
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INVOICE

DATE:
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Bill To:

Ship To:

P.O. #	Ship Date	Ship Via	Terms	Due Date

Product ID	Description	Quantity	Price	Line Total
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