Blank Commercial Invoice Template in PDF Format

Blank Commercial Invoice Template was initially released on http://www.InvoicingTemplates.com on Wednesday, May 21, 2014, and is categorized as Sales. As always **Blank Commercial Billing Form** was published in two editions - one free **Blank Commercial Invoice Template**, and another Uniform Invoice Software version that is able to turn **Blank Commercial Invoice Template** into a complete invoicing system. This "**Blank Commercial Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "blankcommercialinvoiceexcel.xlsx".

Like *Blank Commercial Invoice Template*? Visit Blank Commercial Invoice Template to download it for free.

Blank Commercial Invoice Template Features and Facts

This Blank Commercial Invoice Template was originally published on office-kit.com as c7004 and is now revised and published here on InvoicingTemplates.com. It differs from the original in that this version includes a logo image on the top of the form.

A commercial invoice is a form identifying the seller and buyer of goods or services, identifying numbers [invoice number] date, shipping date, mode of transport, port of entry, delivery and payment terms, and a complete listing and description of the goods or services sold including, quantities, prices, discounts.

This simple yet elegant template should be used as a final bill after good have shipped. "Blank Commercial Invoice Template" has detailed buyer, seller, and order information as well as a section to specify agreement terms. This free commercial invoice template is in Microsoft Excel spreadsheet format. The template offers an intuitive blank commercial invoice form that is printable and highly customizable. You can download a high quality blank commercial invoice form to create your own professional commercial invoice for your business.

The form offers an easy way to quickly complete a commercial invoice and print it directly from Microsoft Excel. All the essential information required by a commercial invoice is provided including invoice no, date, shipper/ exporter, consignee, booking #, term of payment, delivery conditions, port of lading, final destination, exporting carrier, currency of sale, total gross weight, cubic meters as well as other costs information such as packing cost, freight cost, insurance cost and duties and taxes.

Blank Commercial Invoice Template is provided in two editions - a freeware editions of **Blank Commercial Invoice Template**, and a Uniform Invoice Software edition of **Blank Commercial**

Invoice Template. 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 **Blank Commercial Invoice Template** provides exactly the same form layout and design in Microsoft Excel format as the Uniform Invoice Software edition of **Blank Commercial Invoice Template**. The most noticeable difference, at the first glance, is that the Uniform Invoice Software edition of **Blank Commercial Invoice Template** 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 **Blank Commercial Invoice Template**, generate a unique invoice number automatically (if necessary), and then save it to the backend database.

Before using this Blank Commercial Invoice Template, you should replace the default logo image with your own.

To replace the default LOGO image in **Blank Commercial Invoice Template** 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

This Blank Commercial Invoice Template formats prices with US dollars currency symbols.

To change the currency symbol of **Blank Commercial Invoice Template**, first make sure you've unprotected **Blank Commercial Invoice Template** spreadsheet. Select the cells (fields) for which you want to modify the currency symbol, by dragging your mouse to select multiple cells on **Blank Commercial Invoice Template**, you push CTRL key on keyboard and click each cell on **Blank Commercial Invoice Template** one by one, and then right-click one of the selected cell and choose Format Cells. From the Number tab, you can choose either "Currency" or "Accounting" from the Category list. Note that currency formats are used for general monetary values, you should use accounting formats to align decimal points in a column.

Want to try another commercial invoice template? Try Commercial Invoicing Template.

Blank Commercial Invoice Template - PDF Format

Manufacturing Company/Plant

Address
City, State ZIP
Contact - Phone
Contact - Fax

COMMERCIAL INVOICE

DATE:

INVOICE #:

Bill To:

Ship To:

P.O. #	INCO TERM	COUNTRY OF ORIGIN	Ship Date	SHIP VIA	Terms	TRACKING NUMBER

Product ID	P.O.#	Description	Quantity	Unit Price (USD $)	DISCOUNT	Line Total (USD $)
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -
				US$ -		US$ -

	SUBTOTAL	US$ -
	SHIPPING & HANDLING	US$ -
	TOTAL	**US$ -**
	PAID	**US$ -**
	TOTAL DUE	**US$ -**

NOTES:

Manufacturing Company/Plant

COMMERCIAL INVOICE

Address
City, State ZIP
Contact - Phone
Contact - Fax

DATE:
INVOICE #:

Bill To: **Ship To:**

P.O. #	INCO TERM	COUNTRY OF ORIGIN	Ship Date	SHIP VIA	Terms	TRACKING NUMBER

Product ID	P.O.#	Description	Quantity	Unit Price (USD $)	DISCOUNT	Line Total (USD $)
THANK YOU FOR YOUR BUSINESS!						