



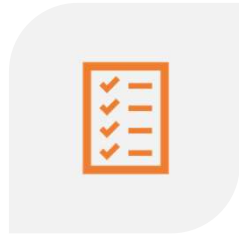
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## What is an invoice?

-  An invoice, (or bill, or tab) is a commercial document issued by a seller to a buyer relating to a sale transaction
-  It indicates: The products or services, quantities, and agreed-upon prices for products or services the seller had provided the buyer.

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## The idea here...



IT'S A STANDARD FORM THAT  
AN EMPLOYEE WOULD FILL IT



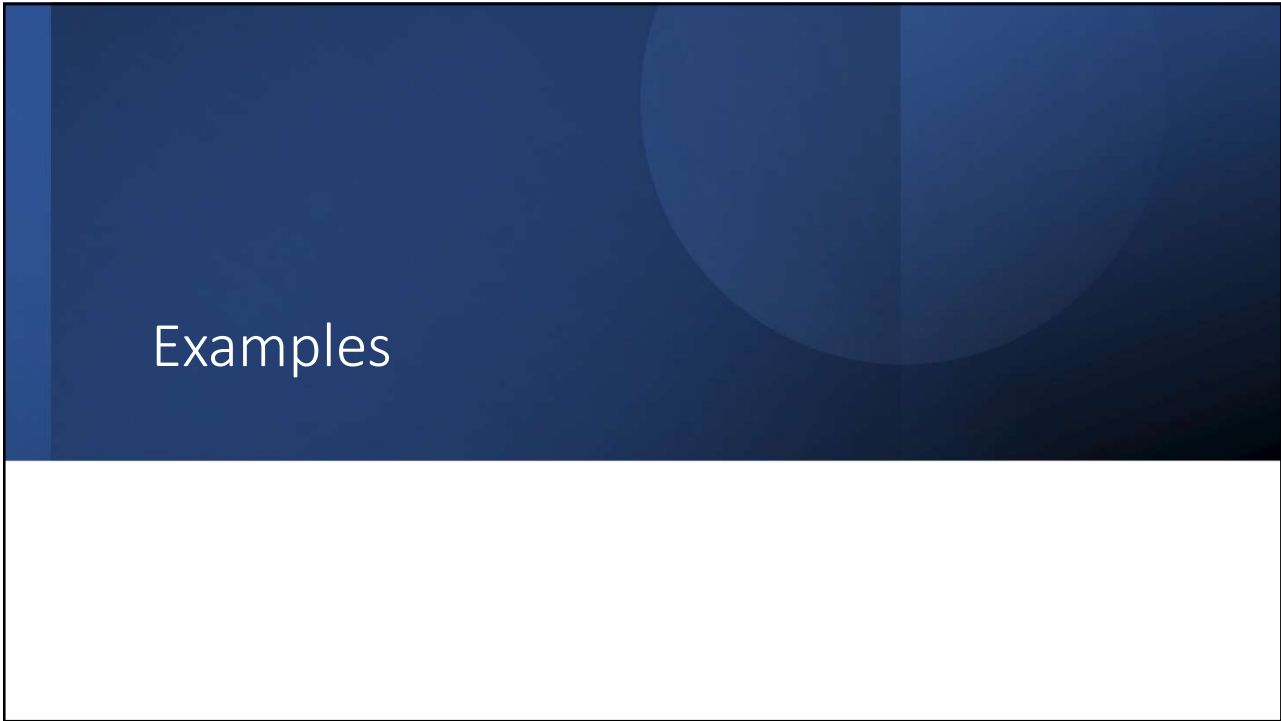
IT SHOULD AUTOMATICALLY  
CALCULATE FINAL PRICES

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## Important Data Needed

- Rows of items, each with:
  - Description of item
  - Cost of individual item
  - Quantity of items
  - Subtotal for that line
- Who the invoice is for
- Who the invoice is from
- Date
- Breakdown of tax, shipping (if needed), and total amount owed

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**INVOICE**

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

DATE \_\_\_\_\_  
INVOICE NO. \_\_\_\_\_

**BILL TO:** \_\_\_\_\_      **SHIP TO:** \_\_\_\_\_

CONTACT NAME \_\_\_\_\_      NAME/DEPT \_\_\_\_\_  
CLIENT COMPANY NAME \_\_\_\_\_      CLIENT COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_      ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_      PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	TOTAL

REMARKS/NOTES  
Notes \_\_\_\_\_

SUBTOTAL \_\_\_\_\_  
DISCOUNT \_\_\_\_\_  
SUBTOTALLESS DISCOUNT \_\_\_\_\_  
TAX RATE 0.00%  
TOTAL TAX \_\_\_\_\_  
SHIPPING/HANDLING \_\_\_\_\_  
TOTAL DUE \_\_\_\_\_

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**INVOICE** INVOICE# 58748  
Date 01/01/2022

**Brand Name**  
Tag Line Here

**INVOICE To:**  
Customer Name  
Customer Address  
Customer Address

SL	Item Description	Price	Qty.	Total
1.	Lorem Ipsum is simply	\$ 50.00	1	\$ 50.00
2.	Lorem Ipsum is simply	\$ 20.00	2	\$ 40.00
3.	Lorem Ipsum is simply	\$ 10.00	4	\$ 40.00

Thank You For Your Business

**Payment Info:**  
Account #: 123 456 789  
A/C Name: Lorem Ipsum  
Bank Details: Add your Bank Details.

**Terms & Conditions**  
Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical.

Sub Total \$ 130.00  
Tax \$ 0.00%  
Total \$ 130.00

Your Name  
Authorized Signature

0123456789 www.yourdomain.com  
Your Address Here name@yourmail.com  
Your Address Here

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**FreePiker** 78 Street Address, City 9999  
Phone: 0000 000 0000  
Email: contact@freepiker.com

**Invoice** Date: 19 Nov 2019  
Invoice No: DGLX 705404

Company No: MERISTONE INC, LTD  
1000 Address, City 9999  
Website: 000 000 000  
Email: email@meristone.com

Item Description	Unit Price	Quantity	Price
Proposal & Brochure Design Lorem ipsum dolor sit amet	\$300.00	1	\$300.00
Web Design with Laravel Script Your details here goes here	\$1400.00	1	\$1400.00
E-Book Design Your own details goes here	\$300.00	2	\$600.00

**Order Information** Order Date: 19 Apr 2019  
Account No: 7900 8840 20900  
Transaction No: 19000932  
GST 9%: \$226  
Net Amount: \$2486.00

**Payment Method:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Pay with VISA

Thank you **John Michael** Accountant

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# Important Note!

Any and all online templates are explicitly not allowed.

You will get a mark of zero if you do not create the invoice yourself.

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## Unit 3 - Spreadsheets

### Process:

- In your group, create an invoice for your customers
- The invoice should include: logo, borders, shading, etc.
- Use formulas to calculate data as discussed in class
- Use at least 6 techniques (Shading, formulas, borders, etc)
- Make sure to use formulas for HST!
- Bonus? Locked cells to ensure only appropriate fields are filled out

### Elements Required

Spreadsheet		Invoice	
• Horz. alignment	• Borders	• Date	• Client Info
• Appropriate format	• Column widths	• Due Date	• Attractive
• Merged cells	• Shading	• Amt Due	• Legal Terms
• Cell colours	• Graphics	• Desc. Of Costs	• Pmt Methods
		• Company Info	• Courtesy

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