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What is a Template?

Here a template refers to a pre-developed page layout in electronics or paper media used to make new pages with similar design, pattern or style. Invoice templates are used for businesses that provide goods or a service to allow them to document payments receivable for a client or customer. An invoice template can be sold by a designer, downloaded via the internet, or even custom created for a specific business.

Features:

There are many types of companies that can use an invoice template that is simple, well designed and highly customizable.

An invoice template is a spreadsheet and is simple to use and customize. Each of them must have the following details:

â€¢ Business or Company details: The template must have an area where the company name, the company logo, business address including e-mail address and telephone number can be included

â€¢ Invoice Number: Each invoice must have a place to include a unique number that can be referred to at any time. Though it is called number, it can include alphabetic characters as well.

â€¢ Date information: It should have a place to put necessary date information on the invoice. The date of issue or the issued date should be mentioned. The due date or the date on which the payment is to be made should also be mentioned. Depending on the payment terms it could be 30, 60 or 90 days after the invoice is issued.

â€¢ Customer Information: Each customer should have a unique number and this number should be mentioned to distinguish one customer from another.

â€¢ Invoice Line Item Information: The following information should be included in the invoice:

1. Description of the service or product.
2. Quantity of service (hours) or product.
3. Unit Price
4. Discount if applicable
5. Line item total
6. Tax
7. Grand Total

â€¢ Terms of payment: This elaborates the terms of payment about how and when one should pay. It should also mention any refund policy if applicable.

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