

Sample Sales Invoice Template 2 in PDF Format

Sample Sales Invoice Template 2 was initially released on <http://www.InvoicingTemplates.com> on Tuesday, December 17, 2013, and is categorized as **Sales**. As always **Sample Sales Invoice Form 2** was published in two editions - one free **Sample Sales Invoice Template 2**, and another Uniform Invoice Software version that is able to turn **Sample Sales Invoice Template 2** into a complete invoicing system. This "**Sample Sales Invoice Template 2 in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "samplesales2.xls".

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Sample Sales Invoice Template 2 Features and Facts

Sample Sales Invoice Template 2 is a **free general purpose sales invoicing template** that has 2 columns on the invoice body. The line total (titled "Amount") in this form is manually editable on the printable form.

Many templates here on InvoicingTemplates.com calculate the line total (sometimes titled "Amount") using Excel formulas based on Quantity and Price, or something like Hourly Rate and Hours. Allowing to manually edit the line total cells is necessary in certain situations where the amount is not calculable from some other figures.

This invoicing form is originally published in the member area on office-kit.com with the id number "c2-001". InvoicingTemplates.com tested it and found it to be fully compatible with the latest version of Uniform Invoice Software, and now it is available here on InvoicingTemplates.com in two editions - one free **Sample Sales Invoice Template 2**, and another version that works with Uniform Invoice Software. A PDF version of the billing form is also available here.

For Excel gurus who like to know the details on how to create this general purpose sales invoice template from the default sales invoice template: unprotect the Invoice worksheet, move out product#, quantity and unit price columns, and then remove the formula from the line total cells and unlock the line total cells.

The protection of the Invoice worksheet in **Sample Sales Invoice Template 2** 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 **Sample Sales Invoice Template 2**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Sample Sales Invoice Template 2**. 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 **Sample Sales Invoice Template 2**, 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 **Sample Sales Invoice Template 2** 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 **Sample Sales Invoice Template 2** 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 **Sample Sales Invoice Template 2** 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.

To remove the formulas from the line total cells, first drag your mouse to select all the cells, and then hit DEL key on your keyboard.

Unlocking the line total fields is necessary in order to make the fields editable when the Invoice worksheet of the Sample Sales Invoice Template 2 is protected.

The "Lock" property is a very useful feature in Excel. When you protect a worksheet such as Sample Sales Invoice Template 2, 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 Sample Sales Invoice Template 2. 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 Sample Sales Invoice Template 2, unlock the cell to make sure it is editable when Sample Sales Invoice Template 2 is protected.

We usually call the default sales invoice template shipped with Uniform Invoice Software a general invoice template because the template includes both the "Ship To" and the "Bill To" section. This **Sample Sales Invoice Template 2** is even more general because the line totals are manually inputable.

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