

How to Make an Invoice on Word

In any business that involves buying and selling, an invoice is one of the most basic forms required. The transactional nature of purchasing and selling necessitates the formal documentation of the sale. Whether it's a simple sales invoice, service invoice, proforma invoice, or tax invoice, they all basically serve the same purpose. And if you're a business owner or service contractor, you want to make sure your invoices are accurate and reliable before sending it out to clients or customers. If you're dreading the idea of creating an invoice from scratch, you're in luck because creating one is much easier with the use of Microsoft Word's ready-made templates. The quick tutorial guide below will help you customize your own invoice for all your business needs.

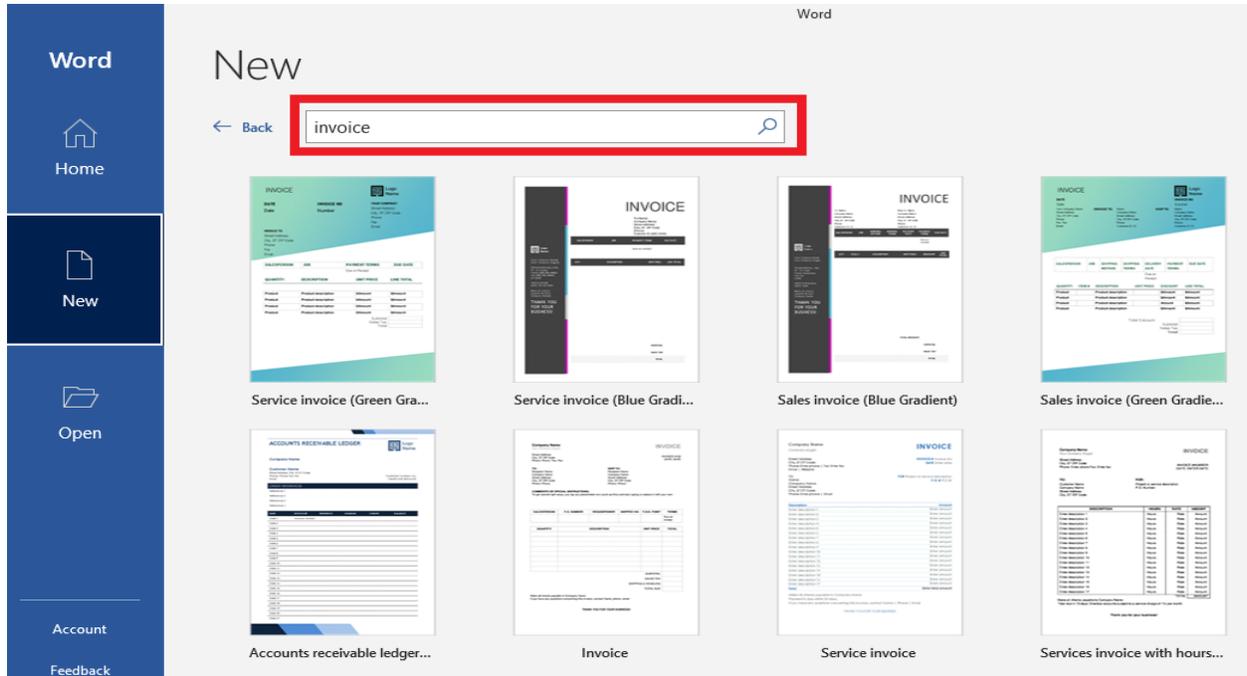
SUMMARY:

- For Windows: Click on **File** and select **New**. Type in **Invoice** in the search bar to browse the sample templates. Pick an invoice template and click **Create**.
- For Mac: Click the **New Document** icon, then type **Invoice** in the search bar. Pick your desired template and hit **Create**.

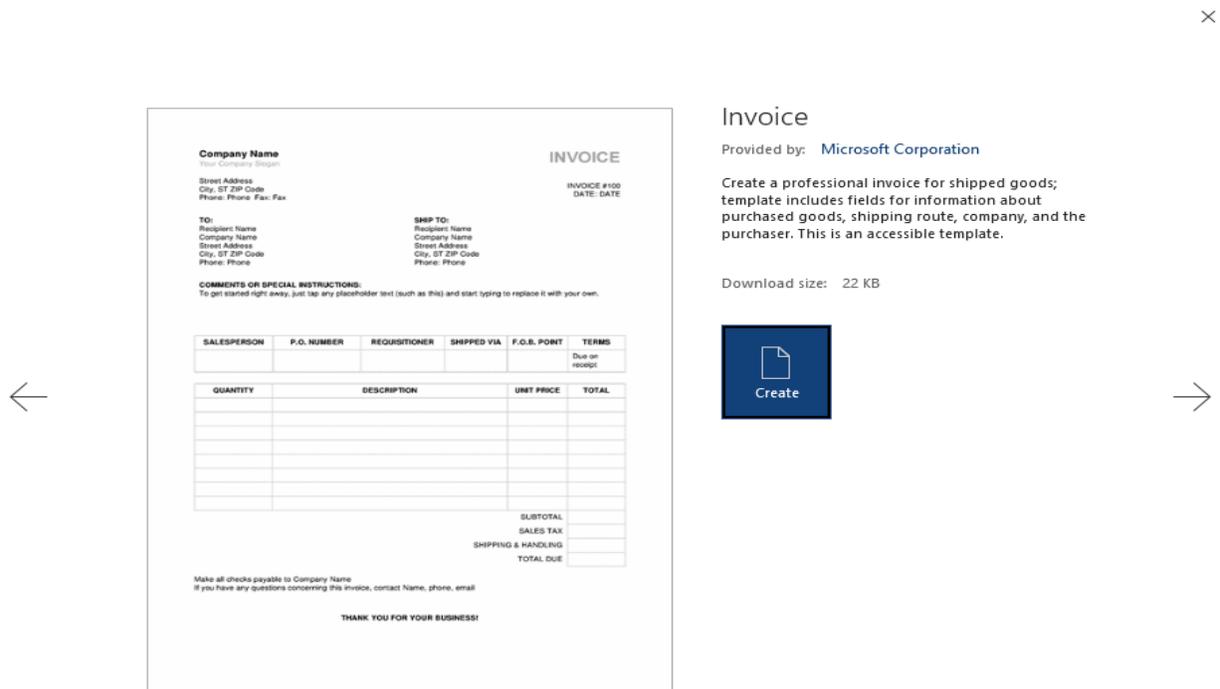
How to Make an Invoice Using Templates in Microsoft Word

Microsoft Word comes with a selection of templates that you can easily use in order to save time and resources. The instructions will walk you through the basics of creating your own invoice with the help of a Microsoft Word template. The guide below is applicable to most Word versions, including MS Word 2010.

1. Open Microsoft Word and select **New**. Type 'invoice' into the search bar to display all the available invoice templates.



2. Click on the template of your choice and hit the **Create** icon.



3. Start off by inputting your trade, brand, or company name. It's optional, but you can also include a short tagline or slogan below the title or company name. Make sure to indicate the invoice number and the date your document was made.

6. Insert any notes or reminders at the bottom of the page. You have the option to conclude with a message of gratitude too.

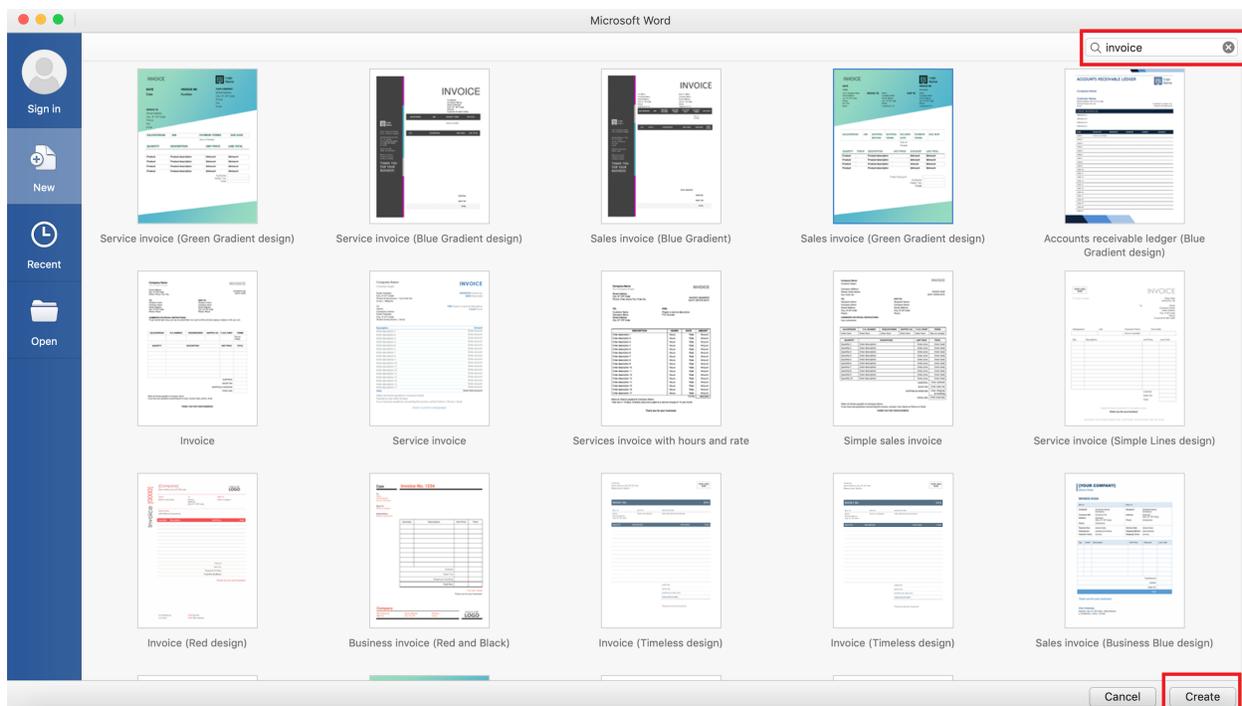
7. When you're done editing your invoice, save the document. You can print out a hard copy or share it by email.

Note: If you are looking for more templates, feel free to browse [invoice templates in Word](#) format available on Template.net

How to Create an Invoice for Mac Using Microsoft Word

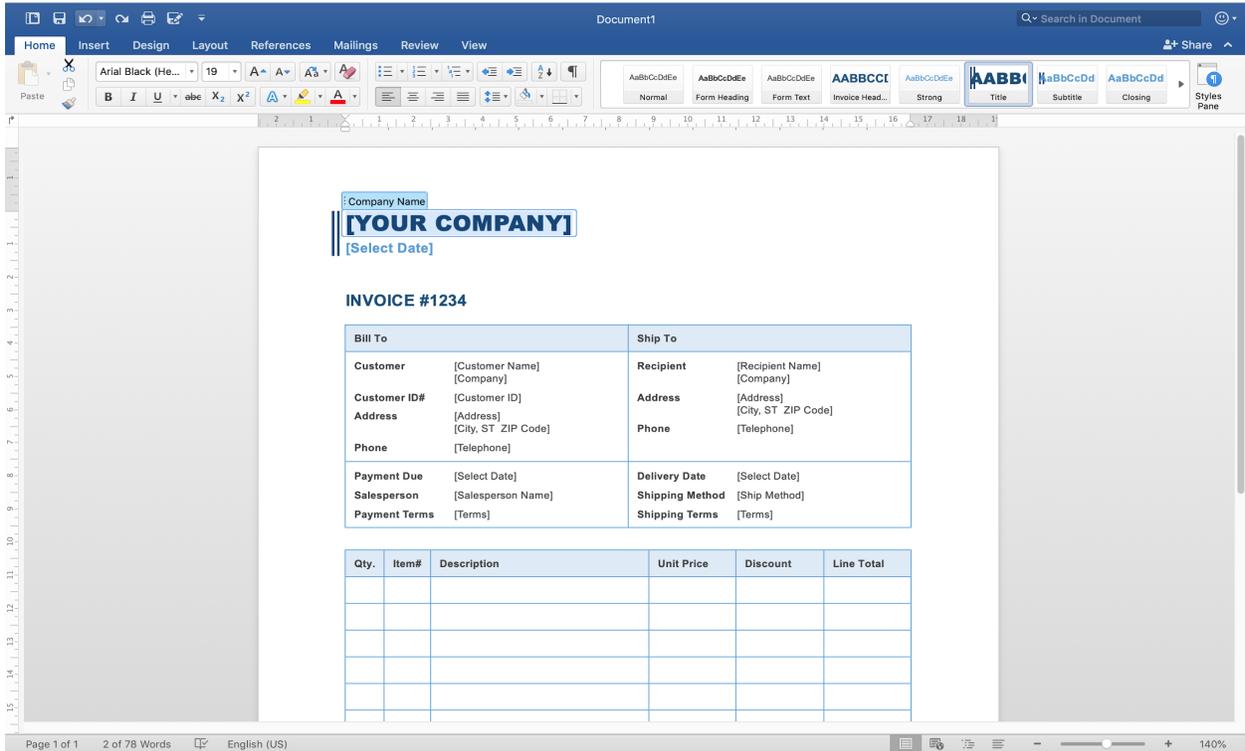
Mac users have similar template options that they can take advantage of too. There are different pre designed templates that serve all types of uses. Customizing an invoice is made much easier when you follow the basic instruction guide below.

1. Open Microsoft Word, then click the **New** icon. In the search bar on the upper right, type 'invoice'. Scroll through the available templates, choose one, then select **Create**.



Note: You can also use **Shift+Command+P** as an alternative.

2. Highlight the text and change the company name. Below it, insert the date.



3. Indicate the invoice number and simply edit the billing and shipping details in the table, as seen in the sample below. Include other important details such as payment terms, delivery date, shipping methods. Lastly, modify the font style, color and size of the text as needed.