How to Make an Invoice on Word

In any business that involves buying and selling, an invoice is one 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.

<complex-block> Word New Image: Second seco</complex-block>	Word New Image: Series of the seri	Word New Home Image: Section of the section
Image: Descent set im	Image: Section of the sec	Home Ho
	New Image: Service invoice (Green Gra Service invoice (Blue Grad Sales invoice (Blue Gradient) Sales invoice (Blue Gradient) Open Image: Image	
	New Image: Constrained on the second on	
	Open Service invoice (Green Gra Service invoice (Blue Gradi Sales invoice (Blue Gradient) Sales invoice (Blue Gradient) Open Image: Display to the service invoice (Blue Gradi Sales invoice (Blue Gradient) Sales invoice (Blue Gradient)	
	Open Service invoice (Green Gra Service invoice (Blue Gradi) Sales invoice (Blue Gradient) Sales invoice (Green Gradie) Open Image: Service invoice (Breen Gradie) Image: Service invoice (Breen Gradie) Image: Service invoice (Breen Gradie)	
Service invoice (Green Gra Service invoice (Blue Gradi Sales invoice (Blue Gradient) Sales invoice (Green Gradie	Open Image: Display to the part of t	Service invoice (Green Gra Service invoice (Blue Gradi Sales invoice (Blue Gradient) Sales invoice (Green Gradie
Open Image: black top in the black top in th	Account	Account
Account	Accounts receivable ledger Invoice Service invoice Services invoice with hours	Accounts receivable ledger Invoice Service invoice Services invoice with hours

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

	Company Name Your Concert Sega Breet Address Ciry, ST 2P Code Prose: Phone Fax: F Recipiert Name Street Address Ciry, ST 2P Code Phone: Phone	an a	SHIP T Recipie Compa Street City, S Phone:	O: nr: Name ny Name Address T ZIP Code FT Code	IN	INVOICE	Provided by: Microsoft Corporation Create a professional invoice for shipped goods; template includes fields for information about purchased goods, shipping route, company, and the purchaser. This is an accessible template.
	COMMENTS OR SPE To get staned right av	CIAL INSTRUCTION vay, just tap any place P.O. NUMBER	B: holder sext (such as this REQUISITIONER	and start typing SHIPPED VIA	F.O.B. POINT	ydur own. TERMS Due on service	Download size: 22 KB
_	QUANTITY		DESCRIPTION		UNIT PRICE	TOTAL	Create
				SHIPPIN	SUBTOTAL SALES TAX IG & HANDLING TOTAL DUE		
	Make all checks payab If you have any questic	le to Company Name ns concerning this inv THA	oloe, contact Name, pho	ore, email			

 \times

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.

AutoSave 💽 🖪 '9 - 💍 =	Document1 - Word	♀ Search			Sign in	= -	- o ×
File Home Insert Design Layout	References Mailings	Review View Help Tabl	e Design 🛛 Layout			🖻 Share	🖵 Comments
Paste v ♂ Format Painter ↓ Cut Arial (Headings) v 12 B I U v ab x ₂	$ \begin{array}{c c} A^{\wedge} & A^{\vee} & & Aa^{\vee} & & A_{\varphi} \\ \hline \\ X^{2} & & \mathbb{A}^{\vee} & \mathscr{L}^{\vee} & \mathbb{A}^{\vee} \\ \end{array} $	· ;= - ;;= - ; = = : ;≥↓ ¶ = = = ;= - & - ::: -	AaBbCcDd AAB 1 Normal Title	AaBbCc AABBCCDI AABBCCC Heading 1 Heading 2 Heading	AABBCCDI 3 Heading 4	← Find ←	Editor
Clipboard Fa Fo	ont 🕞	Paragraph 5		Styles	6	Editing	Editor ,
	Company Name Your Company Slogan Street Address City, ST ZIP Code Phone: Phone Fax: Fax TO: Recipient Name Company Name Street Address City, ST ZIP Code Phone: Phone COMMENTS OR SPECIAL IN To get started right away, just	SH Re Cor Str Cit Ph STRUCTIONS: STRUCTIONS: tap any placeholder text (such as	P TO: ipient Name pany Name set Address s T ZIP Code ne: Phone this) and start typing to	INVOICE # 100 DATE: DATE			
	SALESPERSON P.O.	NUMBER REQUISITION	R SHIPPED VIA	F.O.B. POINT TERMS			
				Due on receipt			

4. An invoice is a formal, transactional document. Thus, it should always contain the sender and recipient's information. Include the complete name, company name, complete address, and contact numbers. You may also insert any brief remarks or special instructions.

5. Your invoice will look more organized if the information is properly arranged in a table. State each product or service individually and indicate the quantity and unit price per item. It's best to include a brief description for each item as well. Calculate the total amount for each entry and the overall price at the bottom of the table.

AutoSave 💽 🖫 🍤 🍟 🗸 🗸	ocument1 - Word	♀ Search						Sign in		- 0	×
File Home Insert Design Layout	References Mailings	s Review View	Help Table D	esign Layout					🖻 Share		ents
Paste \checkmark Cut \square Copy \checkmark \checkmark Format Painter \checkmark \checkmark Format Painter	A^ A Aa - A _¢ ▲ - <u> </u>	= - = - \= = = = = = = -	⊑ ∓≡ 2↓ ¶ - ~ □ -	AaBbCcDd	AB AaBbC	AABBCCDI Heading 2	AABBCCDI Heading 3	AABBCCDI Heading 4	← Find G ^b _c Replace → Select	e Editor	
Clipboard 🕞 Font	15	Paragrapi	n Es			Styles		5	Editing	Editor	~
	SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS					^
						Due on receipt					
	QUANTITY		DESCRIPTION		UNIT PRICE	TOTAL	_				
							_				
							_				
							-				
					SUBTOTAL						
				SHIPPIN	SALES TAX						
					TOTAL DUE						
	Make all checks payabl If you have any questio	le to Company Name ns concerning this invoi	ce, contact Name, Ph	one, Email							
		THAN	IK YOU FOR YOUR E	USINESS!							~

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 <u>invoice templates in</u> <u>Word</u> 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.

		Doc	ument1					٩	 Search in Do 	ocument	@ •
Home Insert Design Layout References M	ailings Re	eview View								<u>2</u> +	Share ^
Paste \checkmark B $I \ \underline{U}$ \checkmark eibe $X_2 \ \chi^2 \ \textcircled{A} \checkmark \cancel{A_a} \checkmark \cancel{A_a}$		╡╤╶┊═╸╩╺╴╦╺	AaBbCcDdEe Normal	AaBbCcDdEe Form Heading	AaBbCcDdEe Form Text	AABBCCI Invoice Head	AaBbCcDdEe Strong	AABB(ABbCcDd Subtitle	AaBbCcDd Closing	Styles Pane
	Company Na	me R COMPANY] sto]	· , , , , , , , , , , , , , , , , , , ,	0, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	12 13	⁴ , , 15 , , 16	, 17, 1, 1	8, 1			
	Bill To	: #1234	Ship To								
Ψ- 	Customer Customer I Address Phone	[Customer Name] [Company] D# [Customer ID] [Address] [City, ST ZIP Code] [Telephone]	Recipient Address Phone	[Ri [Ci [Ad [Ci	ecipient Name] ompany] ddress] ity, ST ZIP Cod alephone]	le]					
	Payment D Salesperso Payment Te	ue [Select Date] n [Salesperson Name] erms [Terms]	Delivery D Shipping Shipping	Date [So Method [Si Terms [Te	elect Date] hip Method] erms]						
	Qty. Iten	n# Description	Unit F	Price D	Discount	Line Total					
n											
e							_				
							-				
							-				
Page 1 of 1 2 of 78 Words IV English (US)				1						+	140%

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.