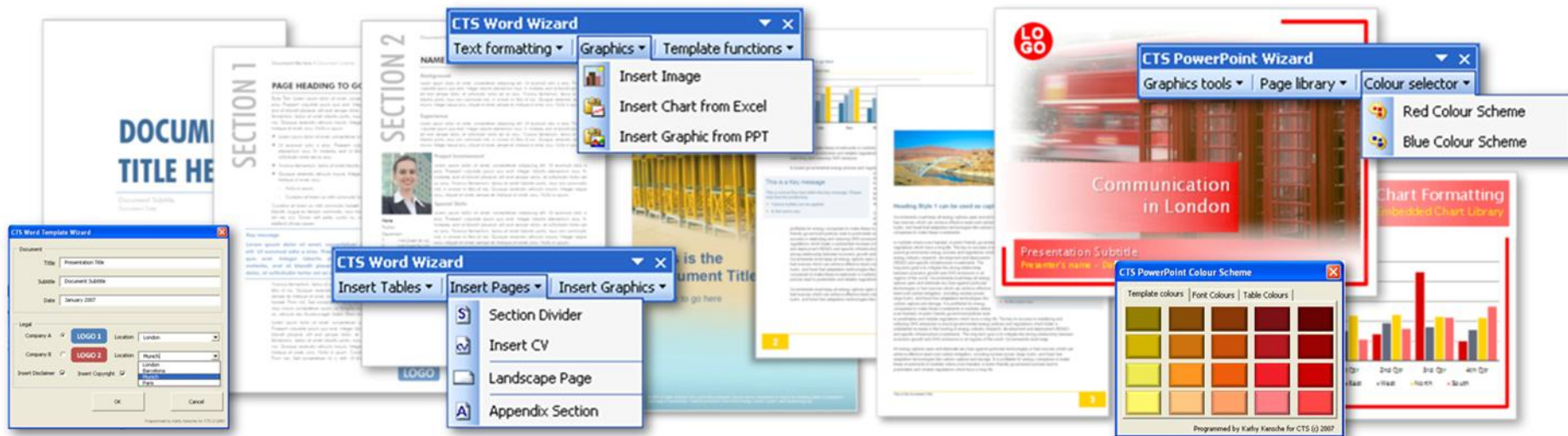


CTS Excel Workbook templates

CTS Creative Template Solutions Ltd
401 Fleet House, 8-12 New Bridge Street
London EC4V 6AL

Tel: 020 3239 6279
Info@CreativeTemplateSolutions.com



Excel Invoice template

Address Line

livingtonstreetstudio

One Page Invoice Template

Please note that the red input markers will not print, no matter whether they are showing or not.

To get a true reflection of the print output in Excel, please select your required printer and click "Print Preview".

Address Line
Address Line
First line address
Second line address
Third line address
Fourth line
Postcode

invoice

Project:
RSS:
Purchase Order:
Fee Invoice No:

23/October/2009
Attn:

Fees

Something	
Lump sum fee for design stage	£14.30
Expenses - included	£0.00
Fee Summary	
Gross fees as at 31 March 2009	£0.00
Less previously invoiced	£0.00
Fees due as at 31 March 2009	£0.00
Balance of fees now due	£0.00
Expenses	
Expenses previously invoiced	£0.00
Fax	£0.00
Reprographics	£0.00
Post	£0.00
Courier	£0.00
Survey & CAD drawings	£0.00
Balance of expenses now due	£0.00
Sub Total	£14.30
VAT @15%	£2.15
Total amount due	£16.45

Payment Terms: Strictly 30 days, interest charged on overdue invoices at 8% above the base rate of the Bank of England. Cheques made payable to Rivington Street Studio

Our Address:
54 Rivington Street
Shoreditch
London EC2A 3QN

Banking Details:
Barclays Bank Plc
Fleet Street Business Centre
99 Hatten Garden
London EC1N 1DN

Account Name:
Rivington Street Studio
Account No: 60783047
Sort Code: 20-32-39

Please do not use this area, for invoices with continuation sheet, select the other worksheet in this file.

Invoice (One Page) Invoice (Two Pages)

Toggle Background Graphics

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CTS CreativeTemplate Solutions Ltd
85 The Hop Exchange
London
SE1 1TY

invoice

Project: Word Templates
RSS: RS3
Purchase Order: 2345
Fee Invoice No: 3456

23/October/2009
Attn: Kathy

Fees

Something	
Lump sum fee for design stage	£14.30
Expenses - included	£0.00
Fee Summary	
Gross fees as at 31 March 2009	£0.00
Less previously invoiced	£0.00
Fees due as at 31 March 2009	£0.00
Balance of fees now due	£0.00
Expenses	
Expenses previously invoiced	£0.00
Fax	£0.00
Reprographics	£0.00
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- Most stationery is easily prepared within Word. However, some of the functionality required for invoices may sit better within Excel where complex formulas can be employed.
- Our example shows a typical invoicing template where only certain areas of the sheet are accessible for input.
- All sums, VAT etc is calculated automatically and the template, as with our Word letterhead templates can be used for pdfs (including logo) or be printed on stock-paper (without the logo).
- The templates can be maintained centrally and in-house change of address details, telephone or formulas (i.e. for VAT) can easily be achieved even by less experienced users.

Would you like to discuss your individual template requirements?

Please contact Kathy Kensche for a free template consultation and some first solution suggestions:

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