

Commercial Invoicing Template in PDF Format

Commercial Invoicing Template was initially released on <http://www.InvoicingTemplates.com> on Wednesday, December 11, 2013, and is categorized as **Sales**. As always **Commercial Billing Form** was published in two editions - one free **Commercial Invoicing Template**, and another Uniform Invoice Software version that is able to turn **Commercial Invoicing Template** into a complete invoicing system. This "**Commercial Invoicing Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "commercial1.xls".

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Commercial Invoicing Template Features and Facts

Commercial Invoicing Templates is an easy way for an individual or a corporation to create commercial invoices. The free commercial invoice form produces professional invoices as good as expensive accounting systems.

Note: This free Commercial Invoicing Template was original published on our company site, UniformSoft.com, with the ID number c7011.

InvoicingTemplates.com offers this free commercial invoice template in Excel format. The template offers **blank invoice forms** that are highly customizable and printable. With its intuitive interface, you can fill in it just like filling a paper form with a paper. The commercial invoice is required to be furnished as a customs declaration form when exporting goods across international borders. A commercial invoice form includes necessary fields to help the importer present a detailed invoice to the custom authorities. It is presented while clearing the goods. It also includes the terms of Sale, a harmonized code for every item and tax identification of the seller as well as the buyer.

Whether you are an individual or a corporation, the commercial invoicing template helps you create professional and beautiful invoices with quick and easy. However if you are a corporation we highly recommend the Uniform Invoice Software version. With Uniform Invoice Software installed, the commercial invoicing form becomes a powerful invoicing system, with the ability to manager customers, products, invoices and payments.

However before using the commercial invoice template to create your first commercial invoice, there are some one-time job you should do, that is to enter your own company information and replace the default logo image. Before you can do this type of customization, you have to firstly unprotect the invoice form, and then switch to design mode.

The protection of the Invoice worksheet in **Commercial Invoicing Template** 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 **Commercial Invoicing Template**.

In design mode, Microsoft Excel allows you to move, add, or delete controls or images inside **Commercial Invoicing Template**. 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 **Commercial Invoicing Template**, click the Design Mode button again to exit design mode.

Once the form is unprotected and switched to design mode, you simply type in your own business name, address, city state and ZIP, contact phone and web site etc., on the top of the form.

To replace the default LOGO image with your own image, follow the steps below:

- Right click the Logo image, and then select Properties from the menu.
- Click the Picture property, and then click the "..." button.
- Browse to the folder containing your icon file. Select and open the icon file.
- Close the Properties dialog box.
- Drag the border of the image object to resize it, if needed.

If you don't need the LOGO image and want to delete it, simply hit the DEL key on your keyboard after you selected it with your mouse key. Deleting the LOGO image leaves an empty area to the left of the Company Information section. You may like to move the entire Company Information section to fill in the empty area. To do this: Drag your mouse to select the entire Company Information area, including Company Name, Street Address, City, ST Zip Code, etc.; Push your mouse key on the border of the selected area; drag it to the new location

Once you have entered your company information and set up your own logo image, you should exit design mode by clicking the design mode button again. It is also highly recommended to protect the commercial invoice form. Without a hard learning curve, now you can start creating your commercial invoices!

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