

[Street Address]  
[City, ST ZIP]  
Phone: (000) 000-0000

# INVOICE

| INVOICE # | DATE     |
|-----------|----------|
| [123456]  | 5/1/2014 |

[Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP]  
[Phone]  
[Email Address]

| DESCRIPTION                              | AMOUNT                               |
|--|--------------------------------------|
| Service Fee                              | 200.00                               |
| Labor: 5 hours at \$75/hr                | 375.00                               |
| New client discount                      | (50.00)                              |
| Tax (4.25% after discount)               | 26.56                                |
| <br><br><br><br><br><br><br><br><br><br> |                                      |
| Thank you for your business!             | <b>TOTAL               \$ 551.56</b> |

If you have any questions about this invoice, please contact  
[Name, Phone, email@address.com]

# Invoice Template In Word Document

**Bonnie Biafore**



## **Invoice Template In Word Document:**

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

**Word Hacks** Andrew Savikas, 2004-11-22 As one of the applications in Microsoft Office Word is the dominant word processing program for both Windows and Mac users Millions of people around the globe use it But many if not most of them barely skim the surface of what is possible with Microsoft Word Seduced by the application s supposed simplicity they settle for just what s obvious even if it doesn t satisfy their wants and needs They may curse the wretched Bullets and Numbering buttons multiple times a day or take hours to change the font size of every heading in a lengthy report yet they re reluctant to dig deeper to take advantage of Word s immense capabilities and limitless customization tools Let Word Hacks be your shovel Let it carve your way into Word and make this most popular and powerful application do precisely what you want it to do Filled with insider tips tools tricks and hacks this book will turn you into the power user you always wanted to be Far beyond a tutorial Word Hacks assumes you have a solid working knowledge of the application and focuses on showing you exactly how to accomplish your pressing tasks address your frequent annoyances and solve even your most complex problems Author Andrew Savikas examines Word s advanced and often hidden features and delivers clever time saving hacks on taming document bloat customization complex search and replace Tables of Contents and indexes importing and exporting files tables and comments and even using Google as a dictionary With him as your guide you ll soon be understanding and hacking Word in ways you never thought possible Covering Word 2000 2002 and Word 2003 Word Hacks exposes the inner workings of Word and releases your inner hacker with it you will be equipped to take advantage of the application s staggering array of advanced features that were once found only in page layout programs and graphics software and turning Word into your personal productivity powerhouse

**Word 2007** Chris Grover, 2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond

*Word 2007 for Starters: The Missing Manual* Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there s more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word s cluttered menus and even the pros can t find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents

**QuickBooks 2014: The Missing Manual** Bonnie Biafore, 2013-10-18 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control of QuickBooks 2014 for Windows You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process That s why this book is the Official Intuit Guide to QuickBooks 2014 The important stuff you need to know Get started Quickly set up your accounts customers jobs and invoice items Learn new features Get up to speed on the Bank Feed Center Income Tracker and other improvements Follow the money Track everything from billable time and expenses to income and profit Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers

**Office 2011 for Mac For Dummies** Bob LeVitus, 2011-01-31 Get started with Office 2011 for Mac and discover the creative possibilities The leading suite of productivity software for the Mac Microsoft Office helps users complete common business tasks including word processing e mail presentations financial analysis and much more Office 2011 for Mac For Dummies is the perfect companion for Microsoft Office for Mac users upgrading to the newest version new computer users and those who may have switched from the Windows version of Office Written by one of the most popular gurus in the Mac community Bob Dr Mac LeVitus the book explains every 2011 application so you can become savvy in no time Addresses ways to refine and edit documents with Word

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