

# Plumbing Contractor Invoice Template in PDF Format

*Plumbing Contractor Invoice Template* was initially released on <http://www.InvoicingTemplates.com> on Tuesday, May 13, 2014, and is categorized as **Service**. As always **Plumbing Contractor Receipt Form** was published in two editions - one free **Plumbing Contractor Invoice Template**, and another Uniform Invoice Software version that is able to turn **Plumbing Contractor Invoice Template** into a complete invoicing system. This "**Plumbing Contractor Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "plumbinginvoicetemplate.xlsx".

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## Plumbing Contractor Invoice Template Features and Facts

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This sample plumbing contractor invoice template in Excel format features business owner information, client information, site address, job address and date completed. The two columns on the invoice body are "Code" and "Description of Material/Work".

This plumbing contractor billing form does not use the Quantity and Line Total fields as found in general Excel invoice template available here on InvoicingTemplates.com. All these two columns are moved out of the printable invoice form.

Since our invoicing templates are in Microsoft Excel format, you can easily exclude a field from printing by moving it out of the print area. To move a field, you first need to unprotect the Invoice worksheet.

The protection of the Invoice worksheet in **Plumbing Contractor Invoice 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 **Plumbing Contractor Invoice Template**.

Moving a cell or a group of cells is easy in Excel. First, you click to select the cell or drag your mouse to select all the cells you want to move. And then, drag the border of the selected area to move it to the new location where you want to place the cell or cells. The moving content will overwrite the content in the target location, so make sure the target range is empty (not used) in **Plumbing Contractor Invoice Template** before doing the movement. And, if the target location contains merged cells, sometimes the movement fails. So it is also helpful to make sure the target location does not contain merged cell. If the target location **Plumbing Contractor Invoice**

**Template** is overlapping the original range and the original range contains merged cells, the movement could also fail because you cannot change part of merged cell - if this happens, you need to first move the cells to a temporal location in **Plumbing Contractor Invoice Template** that are empty (i.e. not used), unmerge cells, and then move the cells from the temporal location to the desired location. If you need to unmerge a cell, first select it and then click the "Merge and Center" command on the Format toolbar in Excel 2003; or click the "Merge and Center" command on the Home ribbon tab in Excel 2007, 2010 and Excel 2013.

The template has a default logo image on the top of the invoicing form. This is a placeholder of your own logo image. To replace or customize it, you should firstly switch the Invoice worksheet to design mode.

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

Whether you're doing some plumbing work on the side or you own your own plumbing business, you'll need to be able to fill out basic business forms. One of the most important forms in any business is the ability to fill out an invoice correctly. This free blank Excel plumbing invoice template and plumbing receipt template helps you create professional invoices in an easy and quick way. Both the freeware edition and the Uniform Invoice Software are available for free from the download page. Once you filled in the Excel invoice form, you can either print it, or provide an electrical copy via email. Excel provides tools for you to convert your invoices to PDF or other formats.

If you use the Uniform Invoice Software version of this Plumbing Contractor Invoice Template, the "Code" columns allows you to fill in material and service descriptions without typing in manually each time. You can either pick it up from a pop-up box or type in the corresponding code.

Unlike the default sales invoice template shipped with Uniform Invoice Software, this service invoice template designed for VAT taxes. The computable fields available on the bottom part of the invoice form include: Materials (the cost for materials and parts), Labor, Subtotal (Materials + Labor), VAT @ 17.5% (subtotal \* 17.5%), Total including VAT, "-18% tax on labour", Total, Paid, Total Due. As you can see we've used a number of custom fields here and used Excel formulas to create and define the relationship of these fields.

Although it is easy to create the layout and format of Plumbing Contractor Invoice Template with Microsoft Word or other Microsoft Office programs, or even with some PDF programs, the support for Excel formulas makes doing automated calculations easy to implement and modify. For example, Plumbing Contractor Invoice Template uses Excel formulas extensively to do calculations whenever possible and necessary, such as the taxes, totals. If you use the Uniform Invoice Software version of Plumbing Contractor Invoice Template, Excel formulas are also used

to create the relationship between several fields, such as one field should be the sum of two other fields.

This invoice template was designed with UK (United Kingdom) business in mind so that the costs and prices cells are formatted using UK currency symbol. If you like this invoice layout but need to use a different currency symbol, you can easily change it.

To change the currency symbol of **Plumbing Contractor Invoice Template**, first make sure you've unprotected **Plumbing Contractor Invoice Template** spreadsheet. Select the cells (fields) for which you want to modify the currency symbol, by dragging your mouse to select multiple cells on **Plumbing Contractor Invoice Template**, you push CTRL key on keyboard and click each cell on **Plumbing Contractor Invoice Template** one by one, and then right-click one of the selected cell and choose Format Cells. From the Number tab, you can choose either "Currency" or "Accounting" from the Category list. Note that currency formats are used for general monetary values, you should use accounting formats to align decimal points in a column.

While the free version of Plumbing Contractor Invoice Template is simple, the result invoice created by using this template is as beautiful and professional as many commercial invoicing software program, or even better. It is an ideal tool for small businesses and freelancers who offer services and don't need a shipping section on their invoicing form. It is a good service invoice creator, but if you need more features, like management of customers, products / service items, invoices and payments, just install Uniform Invoice Software to make all the buttons on Plumbing Contractor Invoice Template work for you.

Note that custom fields is a powerful feature introduced by previous version of Uniform Invoice Software, i.e. Excel Invoice Manager. The support for custom fields in Excel Invoice Manager requires a database definition file ("FDINFO10.rst") to be present in the folder where the database file was installed. With Uniform Invoice Software, using custom fields is much simpler than in Excel Invoice Manager, and the database definition file is no longer required.

## **Plumbing Contractor Invoice Template - PDF Format**



## Plumbing Invoice Template

# INVOICE

Street Address  
City, ST ZIP Code  
[Phone Number, Web Address, etc.](#)

DATE:  
INVOICE #

**BILL TO** (ID)  
Name  
Address  
City, State ZIP  
Country  
Phone

**SITE ADDRESS**  
Name  
Address  
City, State Zip  
Country  
Contact

### Job Address and Date Completed

Code	Description of work

Payment Term

MATERIALS	£	-
LABOUR	£	-
SUB TOTAL	£	-
VAT @ 17.5%	£	-
TOTAL INC VAT	£	-
-18% TAX ON LABOUR	£	-
TOTAL	£	-
PAID	£	-
TOTAL DUE	£	-

VAT NO xxx xxxx xx  
COMPANY REGISTRATION NO xxxxxxxx