

# PROJECT FILE TOPIC

## **Create a template- Invoice**

**Hint on how to create an invoice:** You can divide the invoice into 3 main parts: The Header, Body and Footer.

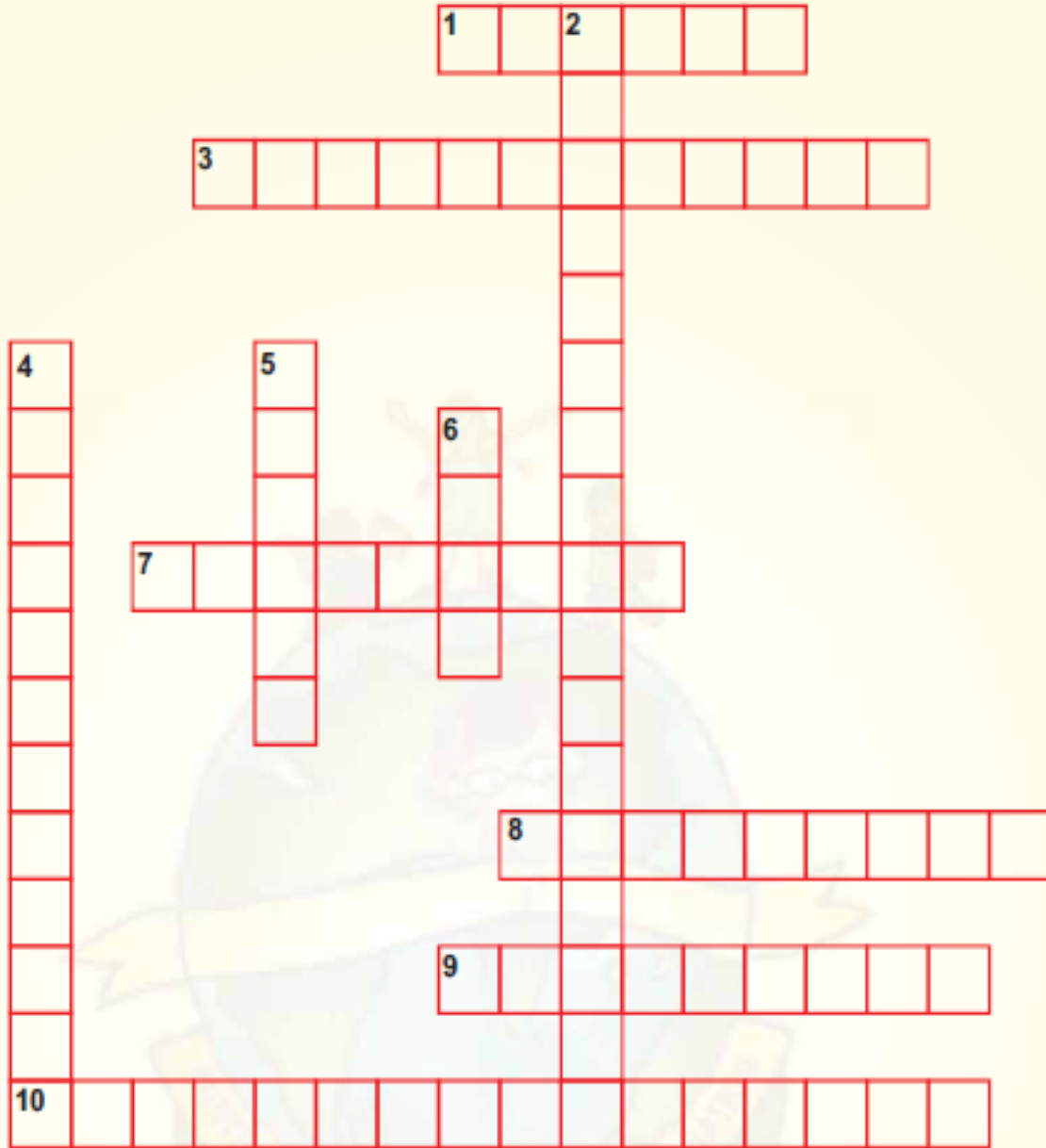
The **invoice header** may contain **Your letterhead** : (Your business name, address, telephone & email and web address if available); the word “Invoice” or “Bill” clearly written towards the top of the page; an **invoice number** (this a running serial number that you maintain and should be unique for every invoice); an **invoice date**; **Your payment terms** or how soon you expect to be paid e.g. “COD”, “Cash”, “30 days” etc.; your customer or **client name and address**; **“Our Ref#”** or “Our Reference” (here you can enter your quotation number if you issued a quotation prior to the invoice) ; **“Your Ref#”** or “Customer Ref” (if you were given a Purchase order or Work Order by your customer, here you should enter the PO or WO number so the customer can match your invoice with their own paper work).

The invoice body could have a **description of the goods** you are supplying, quantity, unit of measure, price per unit and total amount for individual items. In the case of services, **your brief scope of work** and amount for individual items. You may specify information in a tabular form. You are creating a template, so you need to just create the skeleton, the details will be filled in when you use the template and make multiple invoices. The **invoice footer** could have a **Total Amount** of all individual items; **Payment instructions** (only if necessary! This tells recipients how to make their cheque payment, whom to address it to etc. If you expect payments by bank transfer, you should provide your bank account number and details here.); **Other comments** (delivery instructions, goods return policy, overdue payment policy etc).

# **REPORT FILE-CROSS**

# **WORD**

## Features of Word Processing Tool



## Clues

### Across

- 1 A feature used to present information in a grid of rows and columns
- 3 A feature used to see how the document will look after printing before actually printing it
- 7 A feature used to emphasize text by underlining it
- 8 A feature used to send same letter to multiple recipients
- 9 A feature used to set how text is displayed in relation to the page margins
- 10 A feature used to automatically check all spelling and grammatical errors

### Down

- 2 A feature used to add decorative borders around text, paragraph or page in a document
- 4 A feature used to see what changes have been made to a document while collaborative editing
- 5 A feature used to add text at the top of each page in a document
- 6 A feature used to make a portion of text thicker than the rest