Recommended Row Headers for Invoice Spreadsheet

Row Header	Description
Invoice Number	Unique identifier for the invoice.
Invoice Date	Date the invoice is issued.
Due Date	Date when payment is due.
Customer Name	Name of the client or customer billed.
Customer Address	Address of the client or customer.
Item Description	Details of goods or services provided.
Quantity	Number of items or hours billed.
Unit Price	Price per unit or hour.
Line Total	Total amount for the line item (Quantity × Unit Price).
Subtotal	Sum of all line item totals before taxes or discounts.
Tax	Applicable tax amount.
Discount	Any discount applied.
Total Amount Due	Total to be paid after taxes and discounts.
Payment Status	Status of the invoice (e.g., Paid, Unpaid, Overdue).
Notes	Additional comments or information.

Important Notes:

- Row headers should be clear and consistent to ensure accurate data entry and reporting.
- Customize headers based on your business requirements and compliance needs.
- Verify all calculations and ensure all tax/legal information is correct before issuing invoices.
- Regularly back up your spreadsheet to prevent data loss.