

Notes and Comments Section (Sample Format for Invoice XLSX)

Note / Comment ID	Date	Added By	Section	Note / Comment
1	2024-06-10	John Doe	Billing Details	Customer requested electronic receipt only.
2	2024-06-11	Jane Smith	Payment Terms	Payment due in 30 days from invoice date.
3	2024-06-11	Linda Tran	General	Invoice reviewed and approved by accounting department.
4	2024-06-12	Sarah Lee	Shipping Details	Freight charges will be billed separately.

- Include note/comment IDs for tracking and referencing updates.
- Add the date and author for each note for accountability.
- Specify the related invoice section to clarify context.
- Use clear and concise language in all notes and comments.
- Review and update this section regularly for accuracy and relevance.