

# Sample XLSX Invoice: Shipping and Billing Address Format

## Recommended Columns for Shipping & Billing Address (XLSX Spreadsheet):

Invoice No	Order Date	BILL TO - Name	BILL TO - Company	BILL TO - Address	BILL TO - City	BILL TO - State	BILL TO - Zip	BILL TO - Country	SHIP TO - Name	SHIP TO - Company	SHIP TO - Address	SHIP TO - City	SHIP TO - State	SHIP TO - Zip	SHIP TO - Country	Item Description	Quantity	Unit Price	Total
INV-1001	2024-06-10	John Smith	Acme Corp	123 Elm St	Springfield	IL	62704	USA	Jane Doe	Beta LLC	456 Pine Rd	Greenfield	IN	46140	USA	Product A	10	50.00	500.00
INV-1002	2024-06-11	Sara Lee	Omega Inc	78 Oak Ave	Lakeview	CA	95014	USA	Sam Lee	Delta Ltd	333 Maple Ln	Summit	CA	95120	USA	Service B	5	120.00	600.00

## Important Notes:

- All address fields should be properly filled to avoid shipping and billing confusion.
- Each row typically represents a single invoice line item; group items by Invoice No for multiple products/services per invoice.
- Ensure 'Bill To' and 'Ship To' are clearly differentiated and correctly mapped in your import/export templates.
- Consistent formatting increases compatibility with different ERP, CRM, and accounting software.
- Missing address information may result in order processing or legal issues.