

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.