

Sample Invoice Subtotal & Grand Total Fields (.xlsx Format)

| Item Description | Qty | Unit Price | Amount   |
|------------------|-----|------------|----------|
| Product A        | 2   | \$50.00    | \$100.00 |
| Product B        | 1   | \$75.00    | \$75.00  |
| Service C        | 3   | \$20.00    | \$60.00  |
| Subtotal         |     |            | \$235.00 |
| Tax (10%)        |     |            | \$23.50  |
| Grand Total      |     |            | \$258.50 |

Important Notes

- All amount fields in the .xlsx should be formatted as currency for proper calculation and presentation.
- Subtotal is a sum of all individual amount fields before taxes and additional fees are applied.
- Grand Total includes subtotal plus applicable taxes or additional charges.
- Formulas can be embedded in the .xlsx fields to ensure automatic calculation when values change.
- Consistent column headers and field labels are crucial for clarity and for automated tools to process the document.