**Formulas and Functions**

In the Invoice template I have set up various formulas and functions to help completion as follows;

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| Variable Name | Type | Formula |
| Customer Name | VLOOKUP | =VLOOKUP(B11,Client,2,FALSE) |
| Address | VLOOKUP | =VLOOKUP(B11,Client,3,FALSE) |
| Tel No. | VLOOKUP | =VLOOKUP(B11,Client,4,FALSE) |
| Deliver To. | VLOOKUP | =VLOOKUP(B11,Client,2,FALSE) |
| Deliver To. | VLOOKUP | =VLOOKUP(B11,Client,3,FALSE) |
| Deliver To. | VLOOKUP | =VLOOKUP(B11,Client,4,FALSE) |
| Date | TIME/DATE | =NOW() |
| Description | VLOOKUP | =VLOOKUP(A14,STOCK,2,FALSE) |
| Unit Price | VLOOKUP | =VLOOKUP(A14,STOCK,3,FALSE) |
| Total | SUM | =C14\*D14 |
| Gross Value | SUM | =SUM(E14:E26) |
| VAT | SUM | =E27\*$E$8 |
| Delivery Charge | Multiple IF | =IF(E11<10,0,IF(E11<50,20,IF(E11<100,50,IF(E11<200,80,100)))) |
| Discount | IF | =IF(E27>450,E27\*5%,0) |
| Invoice Total | SUM | =SUM(E27:E29)-E30 |
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