

Proforma Invoice

Supplier Details

Company Name: [Supplier Company Name]

Address: [Supplier Address]

Phone: [Supplier Phone]

Email: [Supplier Email]

Contact Person: [Supplier Contact Name]

Customer Details

Company Name: [Customer Company Name]

Address: [Customer Address]

Phone: [Customer Phone]

Email: [Customer Email]

Contact Person: [Customer Contact Name]

Invoice Details

Proforma No.: [PI-0001]

Date: [YYYY-MM-DD]

Quotation Reference: [Quote Ref No.]

Product Quotation

#	Product Code	Product Description	Unit	Quantity	Unit Price	Total
1	[Code001]	[Product Description 1]	[pcs]	[100]	[USD 10.00]	[USD 1,000.00]
2	[Code002]	[Product Description 2]	[pcs]	[50]	[USD 15.00]	[USD 750.00]
						Subtotal [USD 1,750.00]
						Discount [USD 0.00]
						Tax (10%) [USD 175.00]
						Total Amount [USD 1,925.00]

Terms & Conditions

- Payment Terms: [e.g. 50% advance, 50% on delivery]
- Delivery Time: [e.g. 2-3 weeks from order confirmation]
- Validity: [e.g. Quotation valid for 30 days]
- Shipping Method: [e.g. FOB/CIF/DDP - [Port/Location]]
- Other Terms: [State as necessary]

Authorized Signature
(Supplier)

Acknowledged by
(Customer)