

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)