

# Proforma Invoice

**From:**

[Your Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, Zip]  
[Country]  
[Phone]  
[Email]

**To:**

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]  
[City, Zip]  
[Country]  
[Phone]  
[Email]

**Invoice No.:**

[PI-0001]

**Date:**

[YYYY-MM-DD]

**Quotation Ref:**

[Quotation#]

#	Description	Qty	Unit Price	Amount
1	[Product or Service 1]	[ ]	[ ]	[ ]
2	[Product or Service 2]	[ ]	[ ]	[ ]
3	[Product or Service 3]	[ ]	[ ]	[ ]
Subtotal				[ ]
Tax ([%])				[ ]
Total				[ ]

**Payment Terms:**

[e.g., 50% advance, balance on delivery]

**Delivery Terms:**

[e.g., FOB, CIF, etc.]

**Validity:**

[e.g., Valid 30 days from date]

**Notes / Comments:**

[Any additional comments or information]

**Authorized Signature:**

[Name & Title]