

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]