

# Company Name

Address Line 1  
Address Line 2  
City, State ZIP  
Phone: (000) 000-0000  
Email: info@company.com

## Proforma Invoice

Quotation No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

### Bill To:

Client Name  
Client Address Line 1  
Client Address Line 2  
City, State ZIP  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#	Description of Service	Quantity	Unit Price	Total
1	Service Item 1	_____	_____	_____
2	Service Item 2	_____	_____	_____
Subtotal				_____
Tax (%)				_____
Grand Total				_____

### Terms & Conditions

- Payment due within \_\_\_\_ days from date of invoice.
- Services will commence upon receipt of payment.
- This is a proforma invoice, not a tax invoice.
- Other terms and conditions as agreed.

For questions regarding this quotation, please contact [Contact Name], [Contact Email], [Contact Phone].

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_