

[COMPANY NAME]

[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

PROFORMA INVOICE

Date: [Date]
Invoice #: [PI-0000]
Reference: [PO Number / Project]

BILL TO

[Client Company Name]
[Contact Person]
[Street Address]
[City, State, Zip]
[Country]

SHIP TO / DELIVERY

[Shipping Destination Name]
[Street Address]
[City, State, Zip]
[Country]

SKU/ID	Description	Qty	Unit Price	Amount
[Item Code]	[Product or Service Description]	[0]	[0.00]	[0.00]
[Item Code]	[Product or Service Description]	[0]	[0.00]	[0.00]

Subtotal: [0.00]
Tax / VAT ([0] %): [0.00]

Shipping & Handling: [0.00]

Total ([Currency]): [0.00]

PAYMENT INSTRUCTIONS & BANK DETAILS

Bank Name: [Bank Name]

Account Name: [Account Holder Name]

IBAN / Account #: [Number]

SWIFT / BIC: [Code]

Terms: [e.g., 50% Advance, 50% Upon Delivery]

Note: This is a Proforma Invoice, not a tax invoice. Goods will be dispatched only upon receipt of payment or confirmed Letter of Credit. This quote is valid for [30] days.

[Company Website] | [Contact Email] | [Phone Number]