

PROFORMA INVOICE

[Seller Company Name]

[Street Address]

[City, State, Zip]

[Tax ID / VAT Number]

Date: [MM/DD/YYYY]

Invoice #: [Reference Number]

Expiry Date: [MM/DD/YYYY]

BILL TO:

[Client Company Name]

[Client Address]

[Contact Person]

[Phone/Email]

SHIP TO:

[Delivery Address]

[City, Country]

Incoterms: [e.g. EXW, FOB, CIF]

Payment Terms: [e.g. 50% Deposit]

SKU / Item	Description	Qty	Unit Price	Total
[Product Code]	[Product Description Name]	[0]	[0.00]	[0.00]
[Product Code]	[Product Description Name]	[0]	[0.00]	[0.00]

Subtotal: [0.00]

Tax / VAT: [0.00]

Shipping: [0.00]

GRAND TOTAL: [0.00]

BANKING DETAILS:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account: [Number]

NOTES:

[Specify lead times, currency, and valid period of this proforma.]