

PROFORMA INVOICE

[Company Name]
[Address Line 1]
[Address Line 2]
VAT/Tax ID: [ID Number]

Invoice #: [PI-000]
Date: [Date]
Expiry Date: [Date]

BILL TO:

[Client Name]
[Client Address]
[Contact Email]
[Phone Number]

SHIP TO / CONSIGNEE:

[Delivery Address or Warehouse Code]
[Shipping Marks]
Port of Discharge: [Port Name]

LOGISTICS DETAILS:

Incoterms: [e.g., FOB, CIF]
Mode of Transport: [Sea/Air/Road]

PAYMENT TERMS:

Method: [T/T, L/C, etc.]
Currency: [USD/EUR/GBP]

SKU/Item	Description	Qty	Unit Price	Total
[SKU-01]	[Product Description]	[0]	[0.00]	[0.00]
[SKU-02]	[Product Description]	[0]	[0.00]	[0.00]
Subtotal: [0.00]				
Shipping/Freight: [0.00]				
Tax: [0.00]				
Total: [0.00]				

BANKING INSTRUCTIONS:

Bank Name: [Name] | Swift/BIC: [Code] | Account/IBAN: [Number]

TERMS & CONDITIONS:

This is a proforma invoice only. Goods will be dispatched upon receipt of payment as per the agreed terms.