

YOUR COMPANY NAME

PROFORMA INVOICE

FROM

[Your Name/Company]
[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO

[Client Name/Company]
[Street Address]
[City, State, Zip]
[Project Name]

INVOICE DETAILS

No: [0000]
Date: [Date]
Due: [Upon Acceptance]

Description	Quantity/Hrs	Rate	Amount
[Project Phase or Service Name]	0	\$0.00	\$0.00
[Project Phase or Service Name]	0	\$0.00	\$0.00
Subtotal: \$0.00			
Tax (0%): \$0.00			
<hr/> Total Amount: \$0.00			

Payment Terms: This is a proforma invoice provided for estimation purposes prior to the shipment of goods or performance of services. Final invoice will be issued upon completion.

Notes: [Insert Bank Details or Payment Instructions Here]