

PROFORMA INVOICE

Invoice #: [Reference Number]

Date: [Date of Issue]

Expiry: [Valid Until]

Provider / Seller: [Company Name]

[Street Address]

[City, State, Zip]

[Tax ID / VAT Number]

[Email/Phone]

Client / Buyer: [Client Name/Entity]

[Billing Address]

[City, State, Zip]

[Contact Person]

[Project ID/Code]

Project Scope:

[Brief description of the project and deliverables]

Phase	Service Description	Rate	Qty/Hrs	Total Cost
01	[Discovery & Planning] [Detailed breakdown of specific tasks]	[0.00]	[0]	[0.00]
02	[Development/Execution] [Detailed breakdown of specific tasks]	[0.00]	[0]	[0.00]
03	[Testing & Quality Assurance] [Detailed breakdown of specific tasks]	[0.00]	[0]	[0.00]

Subtotal: [0.00]

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

Discount: ([0.00])

Total Amount: [Currency] [0.00]

Payment Terms & Milestones:

- Deposit: [%] due upon acceptance.
- Milestone 1: [%] due on [Date/Event].
- Final Balance: [%] due prior to final delivery.

Banking Details:

Bank Name: [Name]

Account Name: [Name]

IBAN/Account #: [Number]

SWIFT/BIC: [Code]

Notes: This is a proforma invoice, not a tax invoice. Goods/Services will be provided upon receipt of payment/confirmation as per the terms above.