

# PROFORMA INVOICE

[Your Consulting Firm Name]  
[Street Address]  
[City, State, Zip]  
[Tax ID / VAT Number]

**Date:** [Date]  
**Invoice #:** [PRO-000]  
**Project Reference:** [Project Name/ID]

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**BILL TO:**

[Client Company Name]  
[Contact Name]  
[Client Address]  
[Client Email]

**PROJECT DETAILS:**

**Consultant:** [Lead Consultant Name]  
**Estimated Timeline:** [Start Date] - [End Date]  
**Payment Terms:** [e.g., 50% Upfront]

Service Description	Quantity/Hours	Rate	Total
[Phase 1: IT Infrastructure Audit & Discovery]	[00]	[\$[0.00]]	[\$[0.00]]
[Phase 2: System Architecture Design]	[00]	[\$[0.00]]	[\$[0.00]]
[Software Licensing / Implementation Fees]	[00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]  
Tax ([0] %): \$[0.00]

Total Amount Due: \$[0.00]

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**Payment Instructions:** [Bank Name] | **SWIFT/BIC:** [Code] | **Account:** [Number]

*Note: This is a Proforma Invoice provided for budgetary purposes based on the initial scope of work. Final billing may vary based on actual hours logged and project changes.*