

PROFORMA INVOICE

[Consultancy Name]
[Address Line 1]
[Email/Phone]

Date: [Date]
Proforma #: [Reference]

CLIENT INFORMATION

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

PROJECT DETAILS

Project: [Project Name]
Retainer Period: [Start Date] to [End Date]
Payment Terms: [e.g., Net 15]

Description of Services	Monthly Allocation	Rate	Amount
[Retainer Type - e.g., Strategic Advisory Services]	[Hours/Month]	[Currency] [0.00]	[Currency] [0.00]
[Fixed Fee Project Phase]	-	-	[Currency] [0.00]

Subtotal: [Currency] [0.00]
Tax ([0]%): [Currency] [0.00]
Total Due: [Currency] [0.00]

PAYMENT INSTRUCTIONS

Bank: [Bank Name]
Account Name: [Name]
SWIFT/BIC: [Code]
IBAN/Account #: [Number]

This is a proforma invoice issued prior to the delivery of services. A final tax invoice will be issued upon receipt of payment.
Thank you for your business.