

[Your Company Name]
[Street Address]
[City, State, Zip]
Phone: [000-000-0000]
Email: [Email Address]

PROFORMA INVOICE

Date: [MM/DD/YYYY]
Invoice #: [00000]

BILL TO:
[Client Name / Project Name]
[Client Address]
[Client Contact Number]
DELIVERY SITE:
[Site Location/Address]
Expected Delivery: [Date]

Item Description	Unit	Qty	Unit Price	Amount
[e.g., Portland Cement Type I]	Bags	[0]	\$0.00	\$0.00
[e.g., Rebar 12mm x 6m]	Pcs	[0]	\$0.00	\$0.00
[e.g., Ready-Mix Concrete 3000 PSI]	Cu.m	[0]	\$0.00	\$0.00
[e.g., Structural Timber 2x4x10]	Bf	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax (%): \$0.00
Shipping/Freight: \$0.00
Total Amount: \$0.00

Terms & Conditions:

1. This is a proforma invoice, not a tax invoice. Price valid for [Number] days.
2. Goods will be dispatched only after confirmation of payment.
3. Banking Details: [Bank Name] | Acc: [00000000] | SWIFT: [CODE]