

PROFORMA INVOICE

[Company Name]
[Street Address]
[City, State, Zip]
VAT/TIN: [Number]

Date: [Date]
Invoice #: [Number]
Project: [Project Name/Ref]

BILL TO:

[Customer Name]
[Company Name]
[Shipping/Billing Address]
[Phone/Email]

SHIPPING DETAILS:

Method: [Freight/Truck/Ex-Works]
Estimated Lead Time: [Weeks/Days]
Port/Point of Entry: [Location]

SKU/Part #	Description of Materials	Quantity	Unit	Unit Price	Total

Subtotal: [Amount]
Shipping/Handling: [Amount]
Tax/VAT: [Amount]
Total Due: [Amount] [Currency]

PAYMENT TERMS & INSTRUCTIONS:

Bank: [Bank Name] | Account: [Number] | SWIFT/IBAN: [Code]
Terms: [e.g., 50% Deposit, 50% Before Shipment]. This proforma is valid for [Number] days.

Authorized Signature