

PROFORMA INVOICE

[Company Name]
[Address Line 1]
[City, State, Zip]
VAT/Tax ID: [Number]

Invoice #: [Draft-000]
Date: [DD/MM/YYYY]
Expiry: [DD/MM/YYYY]

Bill To:

[Customer Name]
[Customer Address]
[Contact Person]
[Phone/Email]

Shipping Details:

[Delivery Address / Project Site]
[Lead Time: e.g. 3-5 Days]
[Shipping Method]

Part # / SKU	Description (Material/Grade/Finish)	Qty	Unit	Price	Total
[SKU-001]	Hex Bolt, Grade 8.8, Zinc Plated (M10 x 50mm)	[0]	Pcs	[0.00]	[0.00]
[SKU-002]	Nyloc Nut, Stainless Steel A2 (M10)	[0]	Box/100	[0.00]	[0.00]
[SKU-003]	Plain Washer, Form A, Galvanized (M10)	[0]	Kg	[0.00]	[0.00]
Subtotal: [0.00]					
Shipping: [0.00]					
Tax (___%): [0.00]					
Total: [0.00]					

Payment Terms: [e.g., 100% Advance Payment / Proforma Only]

Bank Details: [Bank Name] | **SWIFT:** [Code] | **IBAN:** [Number]

Notes: Goods remain the property of [Company Name] until paid in full. Prices valid for 14 days due to raw material fluctuations.