

PROFORMA INVOICE

Flooring Supplies Co.
123 Industrial Way
City, State, Zip
Phone: (555) 000-0000

Date: [Date]
Invoice #: [Number]
Expiry Date: [Date]

BILL TO:

[Customer Name]
[Street Address]
[City, State, Zip]
[Phone Number]

SHIPPING ADDRESS:

[Contact Name]
[Street Address]
[City, State, Zip]

Description (Material, Grade, Finish)	Quantity	Unit	Unit Price	Amount
[Example: White Oak Engineered Hardwood]	[0.00]	sq ft	\$0.00	\$0.00
[Example: Underlayment Roll]	[0.00]	roll	\$0.00	\$0.00
[Example: Matching Transition Strips]	[0.00]	pcs	\$0.00	\$0.00

Description (Material, Grade, Finish)	Quantity	Unit	Unit Price	Amount

Subtotal: \$0.00
Shipping/Freight: \$0.00
Tax (0%): \$0.00
Total Amount: \$0.00

PAYMENT INSTRUCTIONS & TERMS:

Lead times begin upon receipt of deposit. Standard shipping is curbside delivery only. Please verify all quantities prior to payment. Custom orders are non-refundable.

Bank Details: [Bank Name] | **Account:** [Number] | **Routing:** [Number]