

PROFORMA INVOICE

[Your Design Agency Name]
[Address Line 1]
[Email/Phone]

Date: [Date]
Invoice #: [PR-000]
Project: [Project Name]

Client:

[Client Company Name]
[Contact Person]
[Client Address]

Project Details:

Scope: [Full Commercial Renovation/Consultation]
Square Footage: [Approx. Sq Ft]
Estimated Timeline: [Weeks/Months]

Service Description	Rate/Unit	Qty	Total
Initial Concept Design & Mood Boarding	\$0.00	1	\$0.00
3D Rendering & Spatial Planning	\$0.00	1	\$0.00
FF&E Procurement (Furniture, Fixtures, Equipment)	\$0.00	1	\$0.00
Project Management & Site Supervision	\$0.00	1	\$0.00

Subtotal: \$0.00

Tax ([0] %): \$0.00

Grand Total: \$0.00

Payment Terms: [e.g., 50% Deposit Required to Commence Work]

Banking Info: [Bank Name] | **Account:** [Number] | **Routing:** [Number]

Note: This is a proforma invoice provided for quotation purposes and formal billing preparation.