

PROFORMA INVOICE

Project Ref: [Project Number/Name]

[Interior Design Studio Name]
[Address Line 1]
[City, State, Zip]
[Tax ID / VAT Number]

CLIENT DETAILS

[Client Name]
[Site Address]
[Billing Address]
[Contact Phone]

DOCUMENT DETAILS

Date: [DD/MM/YYYY]
Invoice No: [PRO-000]
Due Date: [DD/MM/YYYY]
Currency: [USD/GBP/EUR]

ITEM DESCRIPTION	QTY/HRS	UNIT PRICE	TOTAL
Design Phase: [e.g., Concept Development & Mood Boards]	[0]	[0.00]	[0.00]
Technical: [e.g., 3D Rendering & Floor Plans]	[0]	[0.00]	[0.00]
FF&E: [e.g., Custom Sofa - Velvet Upholstery]	[0]	[0.00]	[0.00]

ITEM DESCRIPTION	QTY/HRS	UNIT PRICE	TOTAL
Sourcing: [e.g., Lighting Fixtures Selection]	[0]	[0.00]	[0.00]
Procurement Fee: [Percentage %]	[0]	[0.00]	[0.00]

Subtotal [0.00]
Tax/VAT ([0]%) [0.00]
Shipping & Handling [0.00]
Grand Total [0.00]

- Terms & Notes:**
- 1. This is a proforma invoice, not a tax invoice.
 - 2. Production/Ordering will commence only after receipt of deposit.
 - 3. Estimated lead times: [X] weeks from payment.
 - 4. Bank Details: [Bank Name] | Acc: [000000000] | Swift: [XXXXXXX]

Authorized Signature: _____

Thank you for choosing [Studio Name] for your interior transformation.