

PROFORMA INVOICE

[Company Name]
[Studio Address]
[Phone Number]
[Email/Website]

Date: [Date]
Invoice #: [PI-000]
Project Ref: [Project Name]

CLIENT / BILL TO

[Client Name]
[Billing Address]
[City, State, Zip]
[Contact Number]

PROJECT LOCATION

[Site Address / Description]
[Lead Designer Name]

DESCRIPTION OF SERVICES / GOODS	QTY	UNIT PRICE	AMOUNT
Design Consultation & Space Planning Detailed floor plans, 3D renderings, and material boards.	1	0.00	0.00
Procurement - Furniture & Fixtures Spec list as per Appendix A.	1	0.00	0.00

DESCRIPTION OF SERVICES / GOODS	QTY	UNIT PRICE	AMOUNT
Project Management & Site Supervision Phase 1 implementation oversight.	1	0.00	0.00

Subtotal 0.00
Tax ([0]%) 0.00
Total Amount [Currency] 0.00

- TERMS & INSTRUCTIONS**
- 1. This is a proforma invoice, not a tax invoice. A formal tax invoice will be issued upon receipt of payment.
 - 2. Payment Terms: [e.g., 50% deposit required to commence procurement].
 - 3. Bank Details: [Bank Name] | Account: [Number] | Sort/Swift: [Code]

Authorized Signature: _____