

PROFORMA INVOICE

[Interior Design Studio Name]
[Street Address]
[City, State, Zip]
[Email / Phone]

DATE [DD/MM/YYYY]
INVOICE # [P-0000]
PROJECT REF [Project Name]

BILL TO: [Client Name]
[Client Address]
[Client Phone/Email]
PROJECT SITE: [Property Address / Unit Number]
[Specific Phase or Room]

Description of Services / Materials	Qty/Hrs	Unit Price	Total
[e.g., Design Consultation & Concept Development]	-	-	-
[e.g., 3D Rendering & Floor Plans]	-	-	-
[e.g., FF&E Procurement (Furniture, Fixtures, Equipment)]	-	-	-
[e.g., Project Management & Site Supervision]	-	-	-

Subtotal \$0.00
Tax ([0]%) \$0.00
Grand Total \$0.00

PAYMENT TERMS & NOTES

- 1. This is a proforma invoice provided prior to the delivery of goods or services.
- 2. [Percentage]% deposit required to initiate the procurement phase.
- 3. Bank Details: [Bank Name] | Account: [Number] | Swift/BIC: [Code]
- 4. Validity: This quote is valid for [30] days.