

PROFORMA INVOICE

# [Invoice Number]

[Company Name]  
[Street Address]  
[City, State, Zip]  
[Tax ID / VAT Number]

BILL TO:  
[Tenant Name/Company]  
[Billing Address]  
[City, State, Zip]  
[Contact Person]

PROPERTY DETAILS:  
[Building Name]  
[Suite/Unit Number]  
[Lease Term Reference]  
Date: [Current Date]

| Description                         | Period/Quantity | Rate    | Amount  |
|-------------------------------------|-----------------|---------|---------|
| Base Rent - Commercial Office Space | [MM/YY - MM/YY] | [Price] | [Total] |
| Common Area Maintenance (CAM)       | Monthly         | [Price] | [Total] |
| Property Taxes / Insurance Escrow   | Fixed           | [Price] | [Total] |
| Utility Surcharge / Shared Services | [Units]         | [Price] | [Total] |
| Subtotal: [Subtotal Amount]         |                 |         |         |
| Tax ([Percentage] %): [Tax Amount]  |                 |         |         |
| Total Due: [Grand Total Amount]     |                 |         |         |

**PAYMENT INSTRUCTIONS:**

Bank: [Bank Name] | Account: [Number] | Routing/Swift: [Code]

*Note: This is a proforma invoice for notification purposes only. A formal tax invoice will be issued upon receipt of payment.*